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Immediate Opening in Customer Service

SEPTEMBER 01ST 2017 BY DEE LOFLIN

Immediate Opening in Customer Service

Dexter, Missouri - US Poly Enterprise, Inc. has an immediate opening in their Customer Service Department. The individual will work on, but not limited to, order entry and will work in a fast-paced environment with multiple interruptions.

The individual will be responsible for reviewing and accurately entering customer orders in US Poly's database, working closely with the company's Manufacturing, and Shipping departments to ensure accuracy of customers' orders, availability of product, and timely processing. The ideal candidate will have:

- ? Prior experience entering technical/custom orders within a manufacturing setting/environment
- ? Ability to prioritize and multi-task for maximum efficiency without sacrificing accuracy
- ? Excellent written and verbal communication skills
- ? Professional and pleasant phone manner to service incoming and outgoing calls
- ? Proficiency in use of computers and software
- ? Excellent organizational and time management skills
- ? Detail-oriented work ethics

Excellent references are essential; a demonstrated record of success is preferred. A resume, including work history, along with a letter of introduction may be sent to **Tiffany@uspolyinc.com**

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