



## SALT LAKE VALVE & FITTING

### Company

Salt Lake Valve & Fitting

### Location

Salt Lake City

### Job Type

FULL TIME EMPLOYEE

### Education Level

Some College

Coursework Completed

### Hours

8a.m. - 5p.m. Mon-Fri

## Customer Service Representative

Salt Lake Valve & Fitting is looking for a customer service representative to process orders and quotes via fax, phone, and email from customers and outside salesmen, staff Will Call counter, perform additional routine maintenance, provide technical product support for customers when needed, and assist in warehouse functions when necessary. Customer Service Representatives are expected to learn product details and how they tie into customers' applications, internal computer-based ordering system, and other critical information as it develops in an evolving industry.

## Requirements

- Good keyboarding skills (>35 wpm preferred)
- Good working knowledge of Word, Excel, Outlook and basic web browsers
- Ability to lift and move packages up to 50lbs. with and without hand truck assistance
- Attention to detail
- Good organizational skills
- Self motivation
- Multi-tasking ability
- Excellent face-to-face, email, and telephone etiquette
- Good teamwork skills
- Excellent punctuality and attendance
- Good time management skills
- Problem-solving
- Ability to set and attain goals
- Knowledge of valves, fittings and hoses a plus

Working hours are 8:00 am to 5:00 pm Monday through Friday with a one hour lunch break. Training provided for full-time employees. CSRs are compensated by fixed salary, rate negotiable.

## Benefits

- Medical & Dental Plan
- 401k
- Paid Vacations & Holidays