



Dynamic Appliance Repair is looking for a Professional Customer Service Representative to join our growing team. This is not a work from home opportunity, our office is in the beautiful town of Carefree.

At Dynamic, we live by our code of values of Respect, Integrity, and Customer Focused while having fun in the process! As a Customer Service Representative, you are a key member of the team and the first point of contact for Dynamic Appliance Repair. Your main responsibility is handling service requests. Exemplifying our code of values, you show respect and courtesy to all customers and employees. You are self-motivated, energetic, and enjoy helping people. You are driven to provide the highest level of customer service and satisfaction and able to effectively manage a variety of situations on a day-to-day basis. We are looking for someone who wants longevity.

Specific Responsibilities:

- Perform marketing functions to earn more business
- Return customer calls, and respond to customer concerns
- Perform other duties as needed which may include cross-training in related positions
- Answer and schedule multiple incoming calls for appliance repair services
- Perform follow up calls for service call and/or repairs completed to ensure 100% customer satisfaction
- Act as the company gatekeeper and direct calls to the appropriate departments as needed

Job Requirements:

- Minimum two years customer service experience
- Strong written and verbal communication skills
- Detail-oriented with strong data entry skills
- Positive Attitude
- Team player who can work independently
- Ability to adapt and respond to different types of characters and personalities

Location: We are in the heart of Carefree, next to the sundial. This is NOT a call center environment.

Job Type: Part time. 30 hours/week.

Dress for success. Business attire Monday-Thursday. Casual dress on Friday & Saturday.

Email resume to Kathy: Kathy@dar.team