



Customer Service Representative

Every Child an Author

Job Description:

We are looking for a detail-oriented individual who will assist with the Customer Service daily tasks. This position works closely with other Customer Service team members to assist with our customers' needs.

Responsibilities:

- Answer incoming calls, text and emails
- Update customer records, including notes about interactions
- Troubleshooting common issues with a product or service
- Determining the quickest, most effective ways to answer customers' questions
- Ensure customers are satisfied with product or service

Qualifications:

- Positive, caring attitude
- 1-year phone experience
- Good written and oral communication
- Type 40+ WPM
- High School Diploma

Compensation and Benefits:

- Paid Weekly: \$13.50 per hour this includes \$.50 attendance bonus
- End of season bonus
- Free monthly lunches
- Employee recreation room with massage chairs
- Attendance prizes and regular team activities and treats
- Chance to win a 3 day, 2 night paid trip to Florida!

Job Types:

- Full-time, Seasonal

Studenttreasures helps turn students into published authors. If you like to have fun, and work where you are valued, this is the job for you!

This is a seasonal position in our Topeka office. No travel required.

Pay:

- \$13.50 plus a .50 attendance bonus

To apply, email mcolley@studenttreasures.com with your resume.

Studenttreasures.com

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