

Colonial Seal Company

TITLE: Customer Service Representative

DESCRIPTION:

- Validate customer and prospect contact information
- Call new prospects based on lists provided by the Marketing Manager
- Provide marketing collateral to interested customers and prospects
- Assist the Marketing Manager, as directed
- Assist the Account Manager, as directed
- Input customer and prospect info into ACT
- Process sales orders
- Progress to full time or account manager position

QUALIFICATIONS:

- Computer experience: Microsoft Office products and contact management software(ACT)
- Outgoing and friendly
- Excellent speaking voice
- Organized, neat and attentive to details
- Excellent writing skills
- Works independently with little direction

- This is a part time position