



JOB OPENING: Customer Service Representative

January 27, 2015

*Customer Service Representatives:* work at the counter and are the front line contact with customers. They schedule rentals, answer questions, handle transactions, and instruct people on how to use the equipment safely. They maintain strong relationships with existing accounts and seek out new rental opportunities. Check dates and equipment availability, calculate rental costs, create bids, reservations, contracts, and send reservation confirmations. They handle the scheduling and dispatching to make sure the customers have the equipment they need when they need it. Manage the day to day operations, office opening and closing, the inventory of equipment, parts, and supplies. Schedule, coordinate, and record preventative maintenance and repairs needed. Assists with bookkeeping and accounting as needed, using office computer system which includes; Quickbooks, Alert Management Systems, Act Contact Management, and MS Office. Assists in advertising and promotional campaigns including email marketing, direct mail campaigns, social media, and website updates.

Pay \$15.00 per hour, Hours 8-5 M-F, permanent and full time.

U-COOL Refrigeration, LLC,

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