



Customer Service Representative (PT)

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| DESCRIPTION | Mature individual wanted to join our fast-paced team. Are you self-motivated, safety-conscious, and like to be busy? Have great phone skills and want to help people? We are currently in search of a <u>part-time customer service representative</u> to join our work family. Position has the opportunity to advance to full-time hours for the right individual. |
| PRIMARY RESPONSIBILITIES | All CSRs are responsible for a high level of customer service. CSRs answer phones to answer customer questions, handle cash transactions, request and collect fuel payments, schedule service and proposal appointments & callbacks, fuel deliveries, respond to driver radio requests, serve customers at the counter and as well as help with special projects. |
| REQUIREMENTS | <ul style="list-style-type: none">• Age: 21 and above with a neat, clean appearance• Proficient verbal and written communication skills• Team player who displays a professional attitude to all customers, contractors, and teammates.• Prompt, safety-conscious, enthusiastic, committed, proactive, resourceful• High School Diploma or GED helpful• Strong focus on customer service and working with people• Capable of multi-tasking, be detail-oriented• Tolerance of stress and high volume office work/pace/phonecalls• Prior utility or fuel business experience helpful• Computer skills: know how to email, familiarity with database input, Word, and Excel is helpful.• Have reliable transportation |
| POSITION | Part-time: 20 hours, Monday—Friday, 1 to 5:00 pm, some overtime may be required |
| LOCATION | This job will originate out of our Poughkeepsie or our Kingston, NY office. |
| EOE STATEMENT | We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, veteran status, or any other characteristic protected by law. |
| CONTACT US | Visit us: Star Gas Products, Inc., 33 Fulton Street, Poughkeepsie, NY 12601 Email your resume: lisa@stargasproducts.com |