

Customer Service Representative Clayton Controls Inc.

Type: Full-Time

Location: Campbell, CA

Job Description:

Clayton Controls Inc is a leader in industrial and factory automation components and solutions for customers in industrial, commercial, and consumer markets in California and around the world. Celebrating our 50Th year, established in 1967 in Los Angeles CA. Clayton Controls has multiple locations throughout California and headquartered in Santa Ana CA. With 50 years of experience we have a customer-focused, results-driven environment where employee performance is rewarded.

Description:

Provide concise and clear communications regarding order status, lead times, and other customer services related functions to a specific group of accounts. This communication must be accomplished with a high degree of professionalism and customer focus that portrays our commitment to satisfying the needs of our internal and external customers.

Responsibilities to include but not limited to:

Communicate, product availability, lead times, order status, delivery and assist customers in resolving their product needs.

Utilize in house software and Microsoft products to verify and create accounts, maintain documentation, determine pricing structures and generate quotations and proposals.

Answer all customer calls and emails professionally and efficiently, including price quotations and expedite requests.

Provide a highly responsive service oriented point of contact for the customer base, field sales and co-workers and utilizes Technical Support resources when necessary

Requirements:

High School Diploma is required. Bachelor's Degree is preferred.

1-3 years is required, 3-5 years' experience is preferred.

Excellent written and verbal communication skills. Good computer skills that include MS Office (Excel and Word)

Compensation:

Competitive Salary

Generous paid time off (Vacation, Birthdays)

Health, Dental and Vision coverage

Retirement Savings plan

Opportunities for growth within the company

Contact:

Please send resumes to jobs@claycon.com. Please send to the attention of HR and please enter email subject as "C.S.R".