

TERMINAL SUPPLY CO.



Customer Service Representative

Applicants should be familiar with the product line, have a college degree and have a minimum of two years customer service experience. Applicants must have the ability to balance multiple priorities, work with speed and competence and have effective communication skills. Exceptional phone presentation skills required.

Job responsibilities include answering incoming calls, processing customer orders, processing and facilitating sales representatives and customer requests, providing post-order follow-up service to customers and sales representatives and assist with reception and sales support activities as necessary.

Compensation is commensurate with experience. Benefits include health, vision and dental plans, life insurance and 401(k) programs. If you are interested in a customer service representative position with Terminal Supply Company, please do not call, but rather send your cover letter and resume to hr@terminalsupplyco.com or fax to (248) 362-3682.