



Customer Service Representative (Dublin, California)

Here's your opportunity to work for a leader in the home improvement industry. We specialize in the finest decorative plumbing products and have been serving contractors, designers, architects and homeowners in the Bay Area for 30 years. **The Plumbery** has an immediate opening in our Dublin showroom for a full-time, dependable **Customer Service Representative**. If you enjoy working with both customers and vendors whether on the phone or in person, this is the job for you!

Employee owned Company with stock ownership at no cost to the employee • Stable, friendly work atmosphere • Great wages as well as an excellent benefits package including a 401(k) plan with Company match; medical, dental, vision and life insurance; paid vacations and sick leave; and six paid holidays per year.

The **Customer Service Representative** is responsible for answering telephones, supporting sales staff and greeting and assisting customers. They also research and resolve product, order and delivery issues, act as a liaison between customers and vendors as well as providing clerical support.

Qualifications include:

- Excellent customer service and communication skills
- Minimum of 2 years office work experience w/heavy phones
- Proficient in WORD
- Strong 10 key and typing skills
- High school diploma or equivalent

If you are looking for a great work environment, stability, and opportunities for advancement, apply today!

Compensation: Hourly, depending on experience

EOE