



Customer Service Representative (Redwood City, California)

Here is 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. **Plumbing N' Things** has an immediate opening in our Redwood City 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! We offer our employees a:

Stable, friendly work atmosphere; great wages as well as an excellent benefits package including a 401(k) plan; medical, dental, vision and life insurance; paid vacations, sick leave and holidays.

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
- Plumbing background desired
- 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