

## **CUSTOMER SERVICE REPRESENTATIVE**

**Eagle Chevrolet Buick in Chadron** is currently accepting applications for a Customer Service Representative to join our successful team.

### Job Description

**Responsibilities:** As a Customer Service Representative, you will be responsible for ensuring all transaction documentation is accurate, complete and processed in a timely manner. This individual will serve as the liaison between the customer and all Departments (Sales, Parts and Service), DMV and vehicle sales processing.

- Interact with customers to ensure customer satisfaction.
- Answer incoming calls and direct to the proper department.
- Review invoices, reports, memos and correspondence to ensure accounting records and documents are accurate.
- Process and track accounts receivable applications.
- Work with customers to collect, maintain and report accurate accounts receivable.
- Process all payments in a timely manner.
- Process and track accounts payable invoices and vendor applications.
- Process vehicle sales documentation in an accurate and timely manner including vehicle registrations.
- Perform general office duties, order supplies, file, mail processing and distribution and maintain records management database systems.
- Perform other duties as assigned.

### **Qualifications:**

- A team player who is focused on providing exemplary customer service.
- Ability to multi-task in a fast-paced work environment.
- Excellent communication skills: both written and verbal.
- Familiar with basic accounting principles.
- High School Graduate or equivalent.
- Must be at least 18-years-old.
- Possess a valid in-state driver's license.

For more information about this position call Brenda or Clint at 308-432-5583.

You may also email your resume to [eaglechevroletbuick@hotmail.com](mailto:eaglechevroletbuick@hotmail.com).