

Customer Service Coordinator (Robinson Twp., PA)

compensation: **\$14.00 to \$16.00 per hour based on experience.**

employment type: **full-time**

KORE Resource, Inc. is looking for Customer Service Coordinators in the Robinson Twp., area. All candidates should be willing and able to pass a criminal background check. Candidates who are selected will be required to speak with clients verifying and sorting through information, making calls and emails to gather critical information and logging data into Excel. Must have great communication and computer skills. Must be able to work 40+ hours per week. All hours worked in excess of 40 will be paid at OT rates.

Requirements:

High School Diploma

Customer Service experience

Attention to detail

Communication skills via phone and email

Good computer skills (email and Excel)

Hardworking

Self-motivated

Willing to learn

Looking for growth

Hours of operation are Monday thru Friday from 9:00am to 5:30pm (with 1/2 for lunch)

Flexible start times after 90 day probation period.