

**Position Title: Customer Service Representative**

**Location:** Fremont, CA | Full Time

**Compensation:** \$16-\$20/hr

**Company Description:** Acme Pacific Repairs is a small business that specializes in the installation, repair, and maintenance of commercial food service equipment. We are a factory authorized parts and service agency for most major brands. Our services are available to users, dealers and manufacturers. We are composed of highly trained technicians, most with over 15 years of experience in the field. They are dispatched from our centrally located office in Fremont, California. All technicians are in communication with our office by cell phone. We try to respond to all service requests within 24 hours. Technicians are available on-call after hours for emergencies. Web Site : <http://www.acmepacificrepairs.com/>

**Job Description:**

We are looking for a Customer Service Representative who prides themselves on being an energetic, full of positive energy, and can make any customer feel appreciated. Primary duties of the Customer Service Representative would include, but would not be limited to:

1. Taking service calls and accurately documenting these calls on our service call database
2. Learning admin assistant duties
3. Data entry Fast Typist

**Skills/Qualifications:**

1. Excellent Customer Service & Communication skills
2. Computer proficient, Good working knowledge of Microsoft Excel & Word.
3. Excellent Planning & Organization skills
4. Self-Motivated, Detail Oriented Team Player
5. Must be able to pass the pre-employment criminal background check

**Benefits:**

1. 100% coverage for selected Kaiser Permanente HMO plan
2. Dental Insurance
3. Vision Insurance
4. 401k match

Contact Ranjit Ratra [RRatra@AcmePacificRepairs.Com](mailto:RRatra@AcmePacificRepairs.Com) 4088812496