

Customer Service Representative



We are looking for a highly motivated team player! We are family owned and operated since 1928, and we are looking to grow our company. Please review the job qualifications and responsibilities below.

Qualifications:

- Self-motivated
- Reliable
- Dedicated
- Excellent Customer Service Skills
- Excellent Computer Skills
- Able to multi-task in a busy environment
- Team Player
- Familiarity/Experience with Degree Day Delivery System (LP and Fuel Oil)
- CETP (will be required)
- Familiarity with Outlook calendar, mail, and tasks
- Familiarity with Microsoft Word and Excel

Job Responsibilities:

- Answer phones
- Wait on customers
- Take Propane and Fuel order requests
- Create Work Order Requests
- Audit Customer Profiles
- Fill LP Tanks
- Accurately count warehouse inventory with barcode scanner
- Navigate DM2/Sage-Mas90 customer inquiry screens to respond to customers
- Navigate SLX Truck Automation dispatch software to respond to customers and drivers