

CUSTOMER SERVICE REPRESENTATIVE

Heritage Portraits & Albums is seeking an experienced, friendly, attentive, and detail-oriented customer service representative. Your main duties will include answering phone calls from clients and assisting in their transaction, problem, or question as well as answering emails from clients. You must be friendly and have experience in customer service.

We maintain an office environment where you would want to spend 40 hours of your life working. Full time work is a lot of your life, and we are looking for candidates with computer skills, compassion for others, and willingness to learn and grow.

SALARY:

\$11.70 - \$14.00 per hour

BENEFITS:

Dental insurance
Health insurance
Paid time off
Vision insurance

SCHEDULE:

8 hour shift
Day shift
Weekly day range:
Monday to Friday
No weekends

90% of interaction with clients is virtual (Phone/Email)

EDUCATION:

High school or equivalent (Preferred)

EXPERIENCE:

Customer Service: 1 year (Preferred)

Work Location: In person
450 Dearmanville Rd, Anniston, AL 36207