

Nor-Cal Controls, Inc.
Pneumatic and Electronic Automation Distributor

Career Opportunity
Equal Opportunity Employer

Position: Customer Service Associate
Location: San Jose, CA
Availability: Immediate, full-time position

Position Description:

Providing quality customer service to a wide range of existing customers as well as supporting our sales team.

Position Responsibilities:

Work closely with customers, suppliers, field sales teams to evaluate customer requirements, solve issues, process orders, provide quotes, lead times and product availability. Provide product technical support to both customers and field sales team as required. Answer customer calls and emails professionally and efficiently.

Qualifications:

- High school diploma or equivalent
- 1 year customer service experience preferred but not limited to
- Computer skills that include Microsoft Office: Excel, Word & Outlook
- Ability to work independently, manage time efficiently, and multi-task
- Must have strong organizational skills, be accurate and detail-oriented
- On time attitude, excellent attendance a must
- Pleasant phone manner with the ability to communicate with a wide range customer base
- Possess accurate typing skills 40-60 wpm

Compensation:

- Competitive salary
- Excellent Benefit Package
- Opportunity for advancement
- 401(k) Plan