

NOW HIRING!!!

Customer Service / Order Processing Representative

Monday through Friday 8:00 am – 5:00 p.m. Schedule

Office located McClellan Business Park

DUTIES:

- Research computer portals for bid opportunities on local, state and federal agency websites. Respond to bid requests and provide requested documentation as needed by each agency. All documentation and paperwork is stored on the file at office.

QUALIFICATIONS:

- Use computers for various applications, such as database management or word processing, research various websites for product information and bid opportunities.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Create, maintain, and enter information into databases
- Maintain a filing system
- Follow up on customer service issues and correspond with email updates
- Operate office equipment, such as fax machines, copiers and phone systems
- Job requires being careful about detail and thorough in completing all work tasks

REQUIREMENTS: Reliable transportation

TO APPLY: Email your resume to jobs@goldensierra.com with “customer service/order processing” in the subject line of the email.

QUESTIONS: Tammy Cornelison 530-401-5921