

Enterprise Lighting & Control has an immediate full time opening for a Customer Service Rep. Please send cover letter, resume and salary requirements to [dhodges@enterpriselighting.com](mailto:dhodges@enterpriselighting.com).

**Duties include:**

Timely and accurately process customer inquiries and purchase orders. Verify product, price, manufacturing lead-times, inventory, and shipping requirements.

Research and resolve customer concerns, including expediting orders.

Investigate and process debit/credit memos and returned goods authorizations as required.

Establish and maintain close relationships with both our customers and factories

**Requirements:**

The ideal candidate would have customer service experience in an office setting but at a minimum be organized and motivated.

Must demonstrate attention to detail with high level of accuracy.

Knowledge of the lighting industry preferred but not required.

This position requires the ability to adjust to different tasks quickly.

Strong verbal and written communication skills.

Excellent computer skills.

**Benefits include:**

Paid Holidays

Paid Vacation

Health, Dental, Vision, Life, Long Term Disability Insurance

401(k) Profit Sharing Plan