

CUSTOMER SERVICE REPRESENTATIVE III JOB IN BLYTHEWOOD, SOUTH CAROLINA



Location **South Carolina**
<https://www.genclassifieds.com/x-731739-z>

A top multinational IT Service Provider is looking to fill a part time Customer Service Representative III job at their Blythewood, South Carolina location.

Zip Code: 29016
 Location: Blythewood, South Carolina
 Hours per week: 25 (Part Time)
 Contract: 3 Months

Main Requirements:

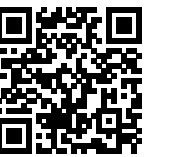
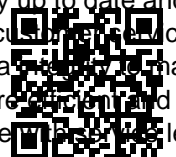
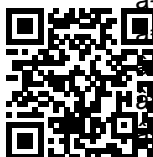
- Property and casualty experience is a plus
- High school Diploma or GED equivalent
- 5-7 years call center experience
- Insurance experience is a plus

Main Responsibilities:

- Responds to basic, multiple customer inquiries and requests
- Answers telephones and responds to basic customer questions and/or forwards call to appropriate personnel
- Researches customer inquiries and responds to appropriate parties in a timely manner
- Records calls, processes requests and updates account history with results of inquiry to include proper documentation
- Processes and distributes incoming and outgoing mail for multiple clients in accordance with established service level agreements

- Performs data entry and matches documents to appropriate accounts to verify up to date and accurate information
- Interacts with team manager and customer to provide to customer service issues
- Prepares views and submit client reports on a weekly basis to the data management
- Reviews and completes communications to the client and ensure efficient and effective processing of the work
- Monitor and ensure policies and procedures in accordance with the service level agreements

Is this job tailored just for you? Our client is ready to begin interviewing for this Customer Service Representative III job in Blythewood, South Carolina, so please upload your most recent resume and apply today!



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