



Customer Service Representative

Duro-Last has an opening for a fulltime Insulation Customer Service representative in its Saginaw, Michigan corporate office.

Position Duties for the Insulation Customer Service position include: Estimating Duro-Guard insulation products for contractors and sales representatives, work closely with outside vendors, handling incoming requests for quotes, placing orders for customers, following up on quotes sent to customers, computer data entry, technical advice, order entry, and other duties as assigned.

Position Requirements:

- Bachelor's degree preferred or equivalent experience is required
- Energetic and "self-starting"
- Excellent written/verbal communication skills
- Accurate and detail oriented
- Must have excellent math and keyboarding skills
- Ability to handle multiple tasks in fast paced environment
- Ability to work independently on projects and perform as part of a team
- Limited travel may be necessary
- Knowledge of the Duro-Last Roofing system a plus
- Ability to work within deadlines
- Must be able to work a flexible schedule (evenings)
- Customer service experience preferred

Compensation & Benefits:

We offer a competitive wage and excellent benefit program that includes:

- Medical, dental and vision insurance
- Prescription drug program
- Life and AD&D insurance
- Short and long term disability
- 401(k) retirement plan with company contribution
- Paid vacation
- 8 ½ paid holidays
- Profit sharing
- Flexible Spending Accounts

Interested candidates can send their resume utilizing the following link https://workforcenow.adp.com/jobs/apply/posting.html?client=jrbllc&jobId=141005&lang=en_US&source=CC2 or visit our careers page www.duro-last.com/employment for more information on this position and other Duro-Last Roofing opportunities.