



Customer Service Representative

Duro-Last Roofing has an opening for a full-time Customer Service Representative. This position will be located at our Company headquarters in Saginaw, Michigan.

Position Responsibilities:

- Provide exceptional customer service to all internal and external customers
- Work closely with customers by handling incoming requests
- Estimation and entry of quotes and orders
- Computer Data Entry
- Technical Advice
- All other duties assigned

Position Requirements:

- Bachelor's degree and/or equivalent customer service 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
- Ability to work independently on projects and perform as part of a team
- Knowledge of the Duro-Last Roofing system a plus
- Ability to meet deadlines
- Ability to work some evenings

Compensation & Benefits:

We offer a competitive 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 and profit sharing
- Paid vacation
- 8 ½ paid holidays
- Flexible Spending Accounts
- Health Savings Accounts

Interested candidates can send their resume utilizing the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=18d17abc-a554-409c-b238-9d4f711371ed&ccId=19000101_000001&jobId=401116&source=CC2&lang=en_US

or visit our careers page www.duro-last.com/employment for more information on this position and other Duro-Last Roofing opportunities.

Duro-Last Roofing / JRB Personnel, LLC is an Equal Opportunity Employer.