



Insulation Customer Service Representative

Duro-Last Roofing has a full-time opening for an **Insulation Customer Service Representative** in their Customer Service Department. This position is located at the Corporate Headquarters in Saginaw, Michigan.

Position Responsibilities:

- 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
- 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 detailed 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
- Customer service experience preferred

We offer a competitive hourly wage and benefits 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

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=427056&source=CC2&lang=en_US

or visit our career page at www.duro-last.com/employment for more information on this position and other opportunities

JRB Personnel is an equal opportunity employer which values diversity in the workplace. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, sex, marital status, familial status, medical condition, or any other status protected by law. All recruitment, hiring, placements, transfers and promotions will be on the basis of individual skills, knowledge, abilities, and business need.