

# Customer Service Representative

## Scientific Supplies and Equipment

### Great career opportunity in the Scientific Supplies and Equipment Industry!

Fox Scientific is wholesale distributor for laboratory supplies and equipment. We are currently accepting applications for a Customer Service Representative.

- Normal job hours are 8 am to 5 pm Monday through Friday with some overtime.

#### For this position you **MUST** have:

- A minimum of a high school diploma or GED.
- At least 3 years experience in customer service, required.
- Experience with order entry, and tracking orders.
- Excellent phone, and listening skills both oral and written.
- Must be dependable and good attendance at prior employment.
- Basic computer skills and be willing to learn our software.
- Ability to handle large volume of calls.
- Ability to multi-task, and prioritize workload.
- A self-motivated, self-starter.
- Typing skills > 50 wpm, must pass a typing test.
- Must pass Pre employment Drug Screen and Background check is required.
- Must be able to read, write, and speak excellent English.

#### For this position you **SHOULD** have:

- A Good Attitude
- Prior customer service experience (preferably a manufacturer or distribution company.)
- Administrative duties experience.
- Have had Less than three jobs in the last five years.
- Bilingual is a plus.

**Benefits Available:** 401K, Health Insurance, Vacation, Sick Days

**Pay:** 10-12/hour to start + Commission.

Please complete your application in person at

**Fox Scientific, Inc.**

8221 E. FM 917, Alvarado, TX 76009-6032, or

Fax your resume to Marsha Towery at 817.783.3571, or

e-mail your resume to: [jobs@foxscientific.com](mailto:jobs@foxscientific.com) in a text (\*.txt) or MS Word(\*.doc) format, please put in the subject line "CSR Position."