



Customer Service Specialist

Job Description:

If you have a passion for customer satisfaction and a knack for understanding the needs and motivations of clients, we want you on our team. In your role as a Customer Service Specialist, you'll work directly with customers, answering their questions, assisting them with any concerns or issues, and, above all, enhancing their confidence in TurnKey Internet.

This job has it all: huge growth opportunity, an upbeat, high-energy work environment and lots of diverse interpersonal interaction. With your talent, brains, personality and people-skills you will make an immediate contribution to our customers and our team. You will inspire customer loyalty and significantly enhance their overall TurnKey Internet experience.

TurnKey Internet provides a truly unique work experience, with dynamic days and the personal gratification that comes from providing peace of mind. Make this job your stepping stone to a very bright future.

Position Qualifications

- Ability to communicate clearly and professionally
- Strong data entry skills
- Strong organizational skills
- Strong customer service skills
- Ability to deal professionally with clients via phone, email and chat

Position Duties

- Manage work queues, allocate resources as needed
- Prepare and maintain various reports
- Interact with customers to resolve outstanding issues
- Other duties as required and assigned by management

Team Work

- Actively participate in the team, building relationships to contribute to the overall success of the team
- Build, maintains and expands industry knowledge to allow the delivery of quality advice and support.
- A real team player, willingness to pick up any kind of work if and when it needs to be done.

Position Hours

- Monday - Friday 9:00 AM - 5:30 PM

Salary based on prior experience.

TurnKey Internet, Inc is an Equal Opportunity Employer.
Please include the job title in the email subject line.
We look forward to hearing from you.