

Job Title – Customer Sales Representative

Location – Garfield, New Jersey

Position Type – Full- Time

Reporting To: Director of Global sales

AgiLight is a global leader in the LED signage lighting industry and the preferred partner of sign companies and global brands. Our focus is to bring value to our customers by enhancing and maintaining their brand image through the benefits of our LED solutions. AgiLight (dba Acolyte) is seeking a full-time (40 hours per week) Customer Service Representative who will primary be responsible for assisting customers with New and Current orders.

RESPONSIBILITIES:

- Building rapport with our client's new or existing customers face to face and over the phone
- Finding out client's needs and wants to provide well rounded customer service
- Responds and researches to customer service/inquiries and customer service requests
- Various administrative duties as needed

REQUIREMENTS:

- Bachelor's Degree (Preferred)
- 1 – 2 years' previous experience Skills and Abilities:
- Proficient in Great Plains (Preferred)
- Microsoft Office Suite knowledge
- Familiarity with Inventory and Order processing software
- Strong customer service skills
- Excellent communication and interpersonal skills
- Teamwork abilities to contribute to a positive environment
- Attention to detail and organization
- Problem solving abilities

