Customer Service Assistant

Frontier Communications, Thousand Oaks

Job Description:
Receive inbound calls and/or e-mails from customers with questions about service, billing, technical or any other concerns/problems. Build customer relationships by interacting with internal/external customers in a professional manner: correspond with customers via e-mail to efficiently resolve issues and questions.

Required Skills:
Ability to work in a team environment; strong verbal communication skills; good listening skills. Must be willing to work regularly scheduled hours. Ability to type 32 wpm.

Salary Level: $15/hour

Application Accepted Until: July 13, 2016

Send resume and cover letter to dan.crilley@ftr.com