

Customer service

We are looking for someone with a positive attitude, enjoy supporting customers and guide them through our product line and service though phone.

The ideal candidate:

- A cheerful and positive personality
- Enjoy communication and appreciate harmonize working environment.
- Basic computer knowledge (MS Office, E-mails, internet searching etc)
- No experience needed.

Responsibilities:

- Answering phones & take message
- Answering guests' simple questions
- Assist in troubleshooting
- Assist customers in scheduling design appointments

- Checking order and delivery status
- Phoning customers for product pickups

Please email your Resume to Job@SincereHomeDecor.com