

Customer Service Representative Job Description

CSR's responsibilities will include, but are not limited to:

- Assisting walk in customers
- Answering phone
- Maintaining the showroom,
- Making an honest effort in Showroom sales
- Database entries
 - Inputting customer information
 - Maintaining daily logs for the showroom
- Provide support for inside/ outside sales reps
- Follow up with customers
- Other miscellaneous duties as needed.

As part of your position you will also be required to work Saturday from 9am till 3pm and Wednesday nights till 7pm on rotation per the Locations Manager's schedule as part of our standard customer service routine.