



Customer Support Representative

We have a great opportunity for a highly motivated, career-minded **Customer Support Representative** to join our team and provide excellent service to our customers!

The Customer Support Representative seeks to exceed our customer's expectations by providing a high level of service in the following areas:

- Interface with customers via phone (outbound and inbound calls) and email to fulfill customer requests.
- Process customer inquiries such as orders, quotations, requests for status on orders, deliveries and repairs.
- Provide technical assistance on products, including consulting with the manufacturer when required.
- Provide availability, pricing and cost information upon request.
- Arrange with various departments as necessary for customer orders that require special handling or expedited delivery. Follow up on urgent orders to insure timely customer delivery.

Requirements

- Two to four years related experience preferred
- Excellent communication skills
- Customer focused
- Must be able to multi-task, be organized and detail oriented
- Experience with fluid power products/industry preferred

About John Henry Foster

John Henry Foster Company is a Full-Line fluid power distributor and is the Midwest leader in fluid power sales. We have been serving our customers in Missouri and Illinois for 75 years! To learn more about us, please visit www.jhf.com.

Benefits

We offer a competitive salary with excellent benefits which include: medical, dental, vision, life, 401(k) with company contribution, Employee Stock Ownership Plan, tuition reimbursement, paid time off, paid holidays, and much more!

To Apply

If you meet the requirements, please send us a current resume along with salary expectations: email (careers@jhf.com)

JHF Co. is drug free and is committed to employing a diverse workforce. EOE/F/M/D/V