



CUSTOMER SERVICE REPRESENTATIVE

United Window & Door Mfg. Inc. is a premier manufacturer of vinyl window and doors. Our rapidly growing company is searching for talented people who seek the challenges and excitement of joining a Building Industry leader.

We are currently seeking an experienced Inside Sales Specialist / Customer Service Rep in our Springfield, New Jersey corporate office. This candidate will be an integral part of a dedicated team that is responsible for providing world class customer service to our external building industry customers.

The Customer Service Representative responsibilities include but are not limited to:

- Providing outstanding customer service in a heavy call volume environment
- Generating accurate price quotes for customers.
- Follow-up of customer quotes / cross selling
- Interaction with the sales department regarding territory development

We are looking for an energetic, self-starter with accurate mathematical skills, a pleasant phone manner experience using Microsoft Word, Excel and Outlook. Must be able to multitask. Must be able to work well in a TEAM environment as well as independently.

Must have Customer Service Call Center experience to be considered.

Compensation package includes:

- Competitive salary
- Medical, Dental, RX and Vision
- Short- & Long-Term Disability Insurance
- Life Insurance, term and voluntary
- Flexible Spending Accounts, Healthcare, Dependent Care and Commuter
- AFLAC Insurance plans
- 401K program with Company Match
- Paid PTO and Holiday pay

EOE