

Customer Service Agent

This position calls for an upbeat, energetic individual who strives to provide an exceptional customer service experience. You must enjoy working directly with the public and have great attention to detail. DMV Titling experience is preferred.

Qualifications:

Detail oriented – The ideal candidate will be extremely detail oriented, and have exceptional critical thinking skills. We provide the tools and training to ensure you are prepared to help our clients by providing them with the ultimate customer service experience.

Exceptional Customer Service – Our Customer Service Agents have a servant's heart, love to work with people and strive to provide professional and friendly service. Providing unparalleled customer service is what sets us apart from our competition.

If you can answer YES to these questions you may be our candidate

- Do you possess a valid Alaska Driver's License with clean driving record?
- Are you available to work Monday – Saturday between the hours of 8am – 7pm?
- Can you type 60 wpm?
- Are you proficient with 10 Key by touch?
- Do you possess strong computer skills?
- Are you skilled in Excel and Word?

Additional Qualifications:

- Detail-oriented with excellent organizational skills
- Ability to communicate with outstanding interpersonal skills in the workplace
- Ability to work well independently and as a team member
- A love for working in a fast paced, ever changing environment
- A strong work ethic and highly motivated
- A positive can-do attitude with the motivation to achieve quality goals

You must be able to pass a background check (previous employers will be contacted)
You must be able to stand and stoop for prolonged periods of time (this is a standing job)
You must be able to lift up to 50lb on a regular basis

Benefits:

- Two weeks paid leave after the first full year of employment
- Medical and Vision Benefits
- Paid Holidays
- 401 K
- Hourly Position

If you would like to be considered for this position you must email: 1) cover letter 2) resume and 3) three *professional* references to be considered to hr@umvak.com