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Bargain Center

Rent It Love It Own It

Customer Service Representative

Employer

Bargain Center

1816 Main St

Winfield, Kansas 67156

Job Description

Basic Duties:

- Maintain administrative organization, customer files, and processing customer transactions.
- Emphasis on in-store sales, direct marketing and new customer growth
- Maintain upkeep of the showroom floor

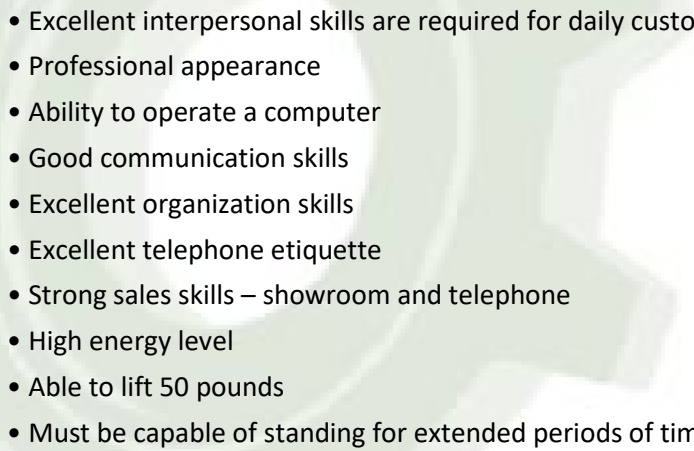
Reporting:

- Reports directly to the Sales Manager

Primary Responsibilities:

- Accept and process current customer payments
- Process Order Forms and references
- Input customer information into the store computer
- Update customer information and account status in the store computer
- Answer incoming telephone calls and route them to the appropriate employee
- File and maintain customer folders and records
- Assist customers on the showroom floor
- Direct customer opportunities to the Sales Manager
- Maintain the appearance and organization of the customer transaction counter
- Assist in the maintenance of the showroom through cleaning, organizing, merchandising, and pricing as directed by management
- Maintain regular mailing campaigns
- Other tasks as assigned by management

Requirements of Position:

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- Excellent interpersonal skills are required for daily customer contact
 - Professional appearance
 - Ability to operate a computer
 - Good communication skills
 - Excellent organization skills
 - Excellent telephone etiquette
 - Strong sales skills – showroom and telephone
 - High energy level
 - Able to lift 50 pounds
 - Must be capable of standing for extended periods of time

Pre-Employment:

- Successful reference checks and verification
- Must be able to pass a drug screen
- Must be able to pass a criminal background investigation

How to Apply

Apply in person at 1816 Main St. Winfield, KS 67156

Phone# 620-229-8666

Email: bci307@bcirents.com

