

Part Time Customer Service Representative Position

Arrowhead LP Gas in Juneau

We are looking for Exceptional Customer Service skills in an independent worker. Must be willing to learn something new every day and apply that knowledge to all future transactions. Positive attitude, good math skills and attention to detail are essential. Experience with Microsoft Outlook, Word, and EXCEL programs are helpful.

Primary Duties:

Phone and counter customer assistance.

Set up new accounts, daily billing work.

Accounts receivables/collection calls.

Dispatch propane driver and service techs.

Sales of Propane Appliances and gas fittings.

Cleaning and upkeep of office surroundings and equipment.

Additional Opportunities:

Purchasing duties, advertising/marketing/social media, training of others

Please submit resume at 100 Mount Roberts Street, or by email to info@arrowheadlpgas

Position posted 4/8/16 and open until filled