

Full Time Customer Service Representative Position

**Arrowhead LP Gas
7857 N Tongass Hwy
Ketchikan, AK 99901**

We are looking for Exceptional Customer Service skills in an independent worker. Should enjoy learning something new every day and feel good about making a positive difference in someone's day. Good math skills, professional communication style and attention to detail are essential. Ability to multi task and regularly re-arrange priorities keeps the job interesting.

Primary Duties:

Maintain and update customer records.
Billing of propane deliveries and gas plumbing installation and repair orders.
Phone, email, and counter customer assistance.
Dispatching of propane drivers and service technicians.
Accurate tracking of propane inventory.
Cash handling & reconciliation/Accounts receivables/collection follow up.
Monitoring communications with customers through various portals.
Reviewing and fine-tuning of customer delivery schedules based on consumption rates.
Assist in sales and inventory keeping of propane appliances and gas fittings.
Cleaning and upkeep of office surroundings and equipment.

Full Time Position:

Drug Free, Non-smoking Position

Standard hours Monday – Friday 8am to 4pm with half hour break

Benefits include medical and dental benefits, 401K program, PTO and extended sick leave, employee discounts.

Starting Wage \$23-24 DOE

Arrowhead Transfer, Inc. dba Arrowhead LP Gas is an Equal Opportunity Employer.

Please submit resume to Arrowhead Transfer, 7857 N Tongass Hwy, Ketchikan, Alaska 99901 or by email to arrowhead@lynden.com. 907-225-4313.

Position posted 09/27/24 and open until filled.