

# Volvo in Oak Park



1140 Garfield Street, Oak Park, IL 60304

## Part-time Customer Service Representative

We are looking for people who can multitask, work well under pressure, have outstanding organizational skills, and are attentive to detail.

### DAILY DUTIES:

Answering customer's phone calls  
Data entry  
General Office Assistants Functions  
Update spreadsheets, electronic files, documents

### QUALIFICATIONS:

Experience in Customer Service, Data Entry  
Office skills: copy/scan/fax, and comfortable with answering and making high volume phone calls  
Computer Literate: Microsoft Office Suite & Google Drive  
Proper written and verbal grammar  
Must be able to work PART TIME (20 - 30 hrs. a week)  
Knowledge of switchboard

Monday - Friday (Alternating Saturday)  
Starting at \$9.00- \$10.00/hr. Based on experience

*Please email your resume to  
Jenelyn Meade at [jmeade@autobarn.com](mailto:jmeade@autobarn.com)*