



Customer Service Representative

We have an opening for a CSR to assist customers with housing and registration requests via phone, fax and e-mail. The ideal candidate must be highly motivated, energetic, flexible, organized and detail-oriented. The candidate must be a team player with excellent interpersonal skills and an outstanding customer service attitude. In addition, they must have the ability to switch from one event to another and from one phone inquiry to the next.

Requirements:

- HS diploma or equivalent
- Excellent oral and written communication skills
- Proficiency with Word, Excel, Outlook and the Internet
- Must be able to type 35+ words per minute
- 1+ yrs customer service and/or industry related experience preferred
- 1+ yrs call center experience preferred
- Trade show experience preferred

We offer excellent benefits and a casual work environment. Please fax resume with salary history to 703-818-9177 Attn: HR or email jsajobs@jspargo.com.