

## **Career Opportunity – Customer Service & Office Administration**

Horizon Commercial Pool Supply is a steadily growing company specializing in all things relating to commercial and public swimming pools. We are committed to providing exceptional service while developing long term relationships with our customers, staff, suppliers, and industry professionals. We support and develop all of our team members through ongoing training, career planning, competitive pay and a wide range of benefits.

### ***Staff Benefits:***

- Health & Dental Insurance
- Retirement Plan
- Paid Time Off

### ***Company Commitments:***

- Continually train & develop team members
- Foster a safe and positive work environment that encourages new ideas, personal growth and a bit of fun.

### **Customer Service & Office Administration - Position Description**

Horizon Commercial Pool Supply is actively seeking a friendly, customer service focused team member to provide our customers with an exceptional experience. Responsibilities will include answering a high volume of phones, taking & processing a high volume of orders, billing, receivables, assisting will-call customers and other general office duties.

### **Position Requirements**

- Strong attention to detail with accuracy and punctuality.
- Exceptional organization skills with proficiency in time management, prioritization, and critical thinking.
- Ability to multitask in a fast paced and dynamic environment.
- Experience with accounting software/data entry.

### **Expectations for Team Members**

- Always try your best to improve the company and yourself.
- Treat customers and other team members with respect and professionalism.
- Be a team player and realize that we all work together with the same goals.
- Present yourself in a professional manner at all times.
- Be open-minded with a willingness to learn and improve.
- Strive to reinforce positive customer relationships and provide exceptional service.