

## Customer Service Representative

---

# TERMINIX

---

**Job Title:** Customer Service Representative

**Job Type:** Full Time Starting at \$17-\$18 per hour

**Location:** Houma, Louisiana

We are a local pest control company, specializing in customer service. We are locally owned and operated since 1972.

---

### GENERAL JOB DESCRIPTION

---

Customer representatives are mainly responsible for assisting customers with their accounts and helping technicians perform their jobs efficiently.

---

### DUTIES AND RESPONSIBILITIES

---

- Answering phones and monitoring emails
  - Processing payments
  - Inputting customer and verifying information
  - Printing, mailing and processing orders
  - Helping other customer service representative complete their work
  - General office duties
- 

### QUALIFICATION FOR THE JOB

---

**Education:** High School Diploma or the equivalent. Some college or secondary education is a plus

**Experience:** A background in customer service is preferred. Team work is vital in this environment.

Applicants must have experience working on a fast-paced team.

- Must have a clear background check and pass a drug screen
- Strong attention to details
- Great attitude

---

## KEY COMPETENCES

---

- Team work in a fast-paced environment
- Customer service back ground, with excellent phone etiquette
- Minor accounting knowledge is preferred but not required
- Excel and Microsoft Word proficient
- Easily adaptable to change
- Must be able to work in multiple computer programs
- Must be able to maintain organization

---

## BENEFITS

---

- 401(k)
- 401(k) matching
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Dental insurance
- Supplemental insurances

Please email your resume to [tpinkard@terminix-houma.com](mailto:tpinkard@terminix-houma.com).