



JK Findings, www.jkfindings.com, is seeking a professional and customer focused bilingual (Spanish and English) customer service representative to help us improve communications and service to our Spanish speaking customers.

This position is responsible for assisting customers with web orders, phone orders, questions on product, etc. and requires excellent data entry skills, excellent computer skills, excellent customer service/people skills with an outgoing and friendly personality.

The ideal candidate would be a proficient user of Microsoft Office Products and have 3+ years of successful customer service experience.

A high school diploma or equivalent is required.

If you meet the basic requirements of this position, please forward your resume for immediate consideration to pmarriott@jkfindings.com

This position is full time/ongoing status with hours of: M - F 8:30 a.m. - 5:00 p.m.

Hourly pay rate will depend on experience and level of skills.

Our benefit package includes: • Health, Dental and Life Insurance • 401K with Employer Match • HSA • Paid Holidays • Paid Vacation • Paid Sick Time • Short & Long Term Disability • Employee Stock Ownership Program • Advancement opportunities • Many more

EOE and Drug and Alcohol Free work environment.