

Customer Service Assistant



Pine Technical &
Community College
Community Job Board

COMPANY NAME

Knutson Real Estate , Remote Job

DESCRIPTION

**Employment Type: Part-Time
Compensation: \$20/Hour**

We're looking for a proactive and people-focused Customer Service Assistant who thrives on creating positive experiences. In this role, you'll be the first point of contact for clients, helping to build trust, resolve inquiries efficiently, and represent our company with professionalism. If you enjoy interacting with people, solving problems, and working in a fast-paced but supportive environment, this opportunity is a great way to grow your skills and gain valuable real-world experience.

- Respond to inquiries (phone, email, in-person)
- Provide accurate service information • Maintain customer records
- Schedule appointments and follow-ups
- Support administrative tasks
- Ensure customer satisfaction

QUALIFICATIONS

- Strong communication skills
- Basic computer knowledge
- Good organization and time management
- Ability to work independently and in a team
- Customer service experience is an advantage

- What We Offer:
 - o Flexible working hours
 - o Friendly work environment
 - o Career growth opportunities

CONTACT INFORMATION

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APPLY NOW