

## Customer Service Representative

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$18.00 to \$18.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has a fantastic career opportunity for an articulate, highly skilled Customer Service Representative. Are you always outgoing and sociable? This could be a great position for you. Expect this role to exist within a dynamic and fast-paced working environment. This Customer Service Representative position is based in the Fairfax, Virginia region and is a short-term temporary employment opportunity.

What you get to do every day

- Manage and place incoming telephone calls
- By being successful in your role, you will facilitate business development and client referral goals by actively cross-selling and referring customers
- Receive and send written business correspondence
- Offer friendly, accurate customer service in a timely fashion comprehensive knowledge of email

### Requirements

- Prior customer service experience required
- Strong communication skills, both verbally and in writing
- Can work in a fast-paced environment.
- Excellent customer service and office administrative skills
- A consistently positive approach to your work that is rooted in a businesslike professionalism
- Proficiency with Microsoft Office applications
- Proven ability to navigate multiple computer systems, applications, and utilize search tools to find information

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit [roberthalf.gobenefits.net](http://roberthalf.gobenefits.net) for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**

