



# Job Description

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## Customer Service Representative

**Benefits Offered:** Dental, Medical, Vision, Drug

**Employment Type:** Full-Time

Strong local firm with high standards and Ohana values is seeking a full-time Customer Service Representative. Our motto is “Going Beyond the Call” and our values are:

- Doing the right thing
- Being accountable
- Serving the customer first
- Exhibiting professionalism
- Valuing our reputation

We are growing and there is an opportunity for the right individual to build a career with fellow professionals. Must be able to work collaboratively, be responsible, punctual, professional and have good communication skills. We are located in Kalihi and offer parking. Duties will be answering phones, responding to emails, and scheduling work crews using online software. Must be computer literate, with experience using MS Office Suite a plus.

We are looking to hire an enthusiastic, reliable, customer service oriented and detail oriented plumbing customer service representative. This individual will answer phones, schedule incoming appointments, and provide excellent customer care. Must work well with team members in a fast paced environment.

- Ability to work well under pressure with minimal supervision
- History of good attendance and work habits
- Flexible work schedule and available to work weekends
- Have a High School Diploma, AA preferred
- Is a Multi-tasker
- Want to work with great people who have heart and soul

We offer a competitive benefits package: • High hourly rates of pay based on experience  
• Full Medical insurance • Family-oriented environment • 6 paid holidays off per year after probation of 3 months • 5 days paid vacation after 1 year.

Successful candidates will be required to pass a drug test. Non-smokers preferred. Please send resumes to [keri@535Plumbing.com](mailto:keri@535Plumbing.com) or [apply online](#). We do not respond to phone inquiries. No drop-ins please.