

**Seeking order processor/customer service guru!**

Are you a customer service guru? Yes?! Then read on!

**A customer service guru's day will be filled with the following tasks, in our fast-paced environment:**

- Process purchase orders by entering customer information into multiple databases.
- Answer phones, responding to all calls with courtesy.
- Respond to customer service-related emails.
- Open mail and distribute as needed.
- Handle deposits and post payments to accounts (back up).
- Other office-related tasks as necessary such as mailing, filing, etc.

**What does a customer service guru look like? I am so glad you asked!**

- Excellent oral and written communication skills. Professionalism is a must!
- Impeccable attention to detail. Accuracy is a must!
- Cheery, positive personality with great phone skills. Smiling is a must!
- Ability to multitask. The ability to handle interruptions is a must!
- Ability to learn new computer systems. Listening and retaining information is a must!
- Knowledge of programs such as Excel, Word, and Gmail/Outlook. The love of computers is a must!

**Work Environment/Physical Requirements**

- Sitting for extended periods of time will be required
- Walking, standing, bending will be occasionally required
- Employee will work under typical office conditions
- Possess the flexibility to adapt in a constantly changing environment and evolving procedures

**Benefits Include:**

Medical, vision, and dental insurance, short and long-term disability insurance, and life insurance also offered at 90 days. 401K (with employer match) after 1 year. Gym membership reimbursement and a break room stocked with snacks and drinks are an added bonus!

Heard enough? Ready to apply? Please send your resume and cover letter to [careers@tzmedical.com](mailto:careers@tzmedical.com). We look forward to hearing from you!

**Job Type:**

Full-time, M-F 7:30-4:00

**Location:**

Portland corporate office