



BON AIR SERVICE CO., INC.

Air Conditioning & Heating
1905 W Jefferson Street
Grand Prairie, TX 75051
Phone: 972-264-2244

CUSTOMER SERVICE REPRESENTATIVE

Bon Air Service is looking for a positive and professional Customer Service Representative to join our growing team! We are a local family-owned business with a legacy of providing exceptional service.

JOB DESCRIPTION

CSR's play an integral role in delivering an experience that exceeds every customer's expectation. You are the first point of contact and our company's first impression to the community!

Job duties include answering the phones on the first ring, resolving any questions or concerns the customer may have, dispatching technicians, pulling permits during new installation projects, and filing warranties for the equipment installed at the customer's home.

QUALIFICATIONS

- Must have ability to multi-task and be highly organized
- Must have ability to answer high call volumes and emails daily
- Must be attentive and have a high level of patience with customers
- Must have analytical and problem-solving skills
- Must have a willingness to help fellow teammates, if needed
- Must have a positive attitude
- Must be proficient in Microsoft Office applications- Word, Excel, etc.
- Must have a High School Diploma or GED

BENEFITS

- Medical, Dental, Vision Insurance offered
- Paid Holidays
- Flexible working hours
- Opportunities for growth within a fast-growing company

**Pay depends on experience*

ABOUT US

Bon Air Service Company is a local family-owned business with a legacy of providing exceptional heating and air conditioning service. We have been a well-loved and trusted member of the Grand Prairie community since 1971.

With 24-hour service and highly skilled technicians, we are ready to treat our customers the way they want to be treated. That's the Bon Air way!

Bon Air Service is an Equal Employment Opportunity Employer

www.bonairservice.com