



Kiliper Corporation

March 8, 2021

Location: Ames, Iowa

Customer Service Representative

About Kiliper Corporation

The Kiliper Team, located in Ames, Iowa, is searching for a **Customer Service Representative (CSR)** to help with our growing operations. Kiliper Corporation is a second generation, family-owned business located in Ames, Iowa. For more than 25 years we have provided high quality flexible packaging products with low minimums to companies throughout North America.

About the Position

This position requires attention to detail, organizational skills, teamwork, ability to learn new processes and procedures, dependability, flexibility, and clear and concise communications. Prior experience in a similar role is preferred but not required. This is a full-time position with day-shift hours.

Scope for this Customer Service Representative role is a small to medium sized facility with typically 50 or less employees and mid-level to high complexity.

Primary responsibilities include the following:

- Primary order contact for the customer. Responsible for processing purchase orders and order confirmations.
- Excellent customer service with timely response via email and phone regarding order confirmations, delivery status and rush orders.
- Maintaining files.
- Welcoming and directing all visitors.
- Answering phone calls.
- Other tasks as assigned.

EDUCATION & REQUIREMENTS

- ✓ Bachelor's degree preferred
- ✓ Proficient in Microsoft Office
- ✓ 3+ years of relevant experience in an office setting for a manufacturing company is preferred
- ✓ Strong written and verbal communication skills
- ✓ Detail-Orientated and Organized
- ✓ Highly motivated

To apply for this position please go to information@kilipercorp.com and submit your resume.