



Bilingual Customer Service Representative

Fluent in Spanish & English both written and orally

Full Time 8:35AM – 5:05PM; M–F

Ability to work overtime during the week.

Are you a career-minded, enthusiastic individual with an exceptional phone personality who is motivated and disciplined to work in a fast-paced environment? If the answer is YES, this may be the perfect career opportunity for you!

Our bilingual customer service representative must possess the following qualities: ability to communicate effectively in both English and Spanish; demonstrated computer proficiency (data entry and typing) skills; an eye for detail; a courteous and professional phone personality; a strong work ethic; be solution driven; and works well in a positive team environment.

Responsibility:

Investigating and resolving questions regarding our products, service, and billing.

Requirements:

- High school diploma or equivalent with over-the-phone and in-person customer service experience.
- Valid New York State driver's license.
- Technical and/or automotive customer service experience preferred.
- Fluency with French a plus!

Physical Demands:

Able to sit and answer phone calls for long periods of time.

Visit www.mcgard.com/jobs to apply on line or send resumes to
Human Resources, McGard LLC,
3875 California Road, Orchard Park, NY 14127.

Comprehensive benefits package includes: quarterly profit sharing, 401(k) plan, health, dental and life insurances, paid personal days, vacation, holidays, plus more. To find out more about McGard and reach your full potential with a career with us, visit www.mcgard.com.

"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or other characteristic protected by law."