



Northeast Battery, a wholesale distributor, is looking for an energetic and experienced customer service representative to work in a small call center.

We operate in a supportive team environment, with lots of interaction with other Customer Service Reps in the same room, leading to great camaraderie.

Job responsibilities of this role include:

- Field incoming calls from our customer base
- Enter customer orders into NetSuite ERP system
- Support our sales staff
- Expedite orders
- Outbound calling to customers to proactively procure orders ahead of normal delivery days

Required skills and personal traits:

- Highly motivated, enthusiastic and outgoing
- Prompt and dependable, a great teammate
- Organized, attentive to details
- Solid computer and software skills, including Word, Excel, Outlook
- Experience using computerized ERP systems, NetSuite preferred
- Ability to multi-task (talking on the phone, entering orders)
- Prior customer service/inside sales experience.
- Technical background or abilities are helpful. We sell products for electrical applications so your technical aptitude will help you succeed here.

Passage of pre-employment physical and drug screen also required.

Please submit your resume and cover letter and other appropriate information via the lead form on northeastbattery.com/careers.