

Your future
awaits.



Buhler Inc. is seeking a highly motivated professional Customer Service Coordinator to provide support for our rapidly growing Customer Service Group.

Buhler is a Swiss-based \$2.0B company. We are an internationally recognized leader in the research and development, manufacture, and distribution of capital equipment and processing systems serving both the food and non-food industry.

Customer Service Coordinator

Basic Responsibilities:

- Assists Director of Field Services with various projects.
- Prepares quotations for service orders.
- Schedules assignments for customer service engineers.
- Tracks jobs including compiling data for invoicing.
- Handles incoming calls from customers and internal.
- Executes customer satisfaction initiatives including customer calls.
- Maintains department schedule.
- Processes timesheets and expenses.
- Creates and maintains customer base.
- Filing.

Required Qualifications:

- High School Diploma or GED required.
- Business School, Associate degree in Business Administration or equivalent.
- 2 plus years of experience in business administration preferably in customer service.
- Excellent organizational and communication skills in person and in writing.
- Ability to identify, evaluate, problem solve.
- Must be able to work under pressure.
- Entrepreneurial spirit.
- Proficient software skills, Outlook, Word, Excel, PowerPoint.
- SAP a plus.

What Buhler Offers:

- Highly competitive salary
- Liberal benefits package
- 3 weeks vacation
- 401K
- And much more

To apply please visit

www.buhlerusa.iapplicants.com

Equal Opportunity Employer
Affirmative Action Employer
Please No Agencies

