

Temporary Customer Service Rep (Must be Onsite in Valparaiso, Indiana)

Vaše náplň práce

As a Temporary Customer Service Representative, you will be responsible for:

- Coordinating with the Production Team to establish accurate lead times.
- Partnering with the Customer Service Team to ensure accurate information is relayed to customers.
- Serving as a back-up by entering customer orders into ERP system within 24 hours from when the order comes in.
- Sending order confirmations to customers.
- Assisting with internal sales calls.
- Other duties as assigned.



ID pracovní pozice
REF94943T

Obor
Administrativa

Lokalita
Valparaiso

Úroveň vedení lidí
Vedení sebe

Flexibilita práce
Práce v kanceláři

Právnícká osoba
ContiTech USA, Inc.

Váš profil

BASIC QUALIFICATIONS

- Highschool Diploma or Equivalent (GED).
- Experience with Microsoft Office (Word, Excel, Outlook)
- Ability to communicate effectively through oral and written communications.
- Ability to work with others collaboratively.
- Strong organizational skills.
- Minimum of 1 year of customer service experience.

PREFERRED QUALIFICATIONS

- Minimum of 3 years of customer service experience, preferably in a Manufacturing environment.

Co nabízíme

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for

the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

O nás

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 39,000 employees in more than 40 countries and sales of some 6.4 billion euros (2024), the global industrial partner is active with core branches in Asia, Europe and North and South America.