

RPM Consolidated Services, Inc. is a solid, quality and fast growing diversified transportation company with nine locations that is expanding. We have provided customers with quality service for over 30 years and continue to do so today. We are currently seeking a daytime Customer Service Representative/Biller to join our Royal Hawaiian Freight Forwarding team in our corporate office located in Fullerton. Starting wage for this position is \$14.00-19.00 depending on experience. This position works Monday-Friday 8:00 a.m.-5:00 p.m.

The candidate hired will plan, prioritize, and carry out customer service activities in such a way as to maintain and deliver excellent customer care and positively affect customer's perception of Royal Hawaiian Express while completing billing function according to required timeline. To do so, the candidate will use our proprietary computer system as well as Microsoft Excel, Outlook, and Word. Daily duties include customer, vendor, and co-worker interaction via phone and e-mail as well as creation, audit, and approval of our freight bill invoicing.

Experience required:

- A minimum of one to two years related experience.
- High School Diploma or GED required.
- The ability to effectively communicate in both written and verbal formats.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization;
- Ability to handle high volume of data entry, email and phone calls, while providing superior customer service;
- Ability to work effectively in a fast-paced environment and within short deadlines;
- Ability to develop and maintain effective, positive internal/external working relationships with a diverse group of individuals;
- A successful team player;
- Proven experience using Microsoft Office Word and Excel.
- Proven experience using Outlook.
- Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

This is an excellent opportunity for a motivated, dependable candidate. Please submit your resume including your salary history and applicable experience today!

Note: Submittal of your resume does not constitute an application of employment

RPM CSI is an Equal Opportunity Employer. We offer a fantastic and very generous benefits package (medical, dental, vision, life, vacation pay, sick pay, 401k Retirement plan, credit union, holidays, and more!), a great modern facility with an excellent work environment, and an outstanding team.