



Project Coordinator / Customer Service

Principal Duties

Manage Corporate Accounts

- Interpret and edit if required orders or plans received by email, specific website, telephone and or fax in accordance with Tormax procedures.
- Verify and apply appropriate pricing as necessary
- Manage all aspects the account from planning to installation & closeout.

Contacts

- Communicate with customers via letter, telephone, email or fax on matters concerning claims, pricings, and availability of stock and product information.
- Communicate with Tormax personnel concerning orders, credit, claims, pricing, availability of stock, etc.
- Communicate with Tormax personnel on shipment dates, routing, priorities and special customer requirements.
- Inform supervisor of potential service problems, customer complaints, and other non-routine matters involving customer service.

Administration

- Ensure the maintenance of customer files in accordance with standard operating procedures and record retention policy.

Benefits

- 5% of 401K matching,
- 75% of medical insurance paid,
- 25K life insurance paid by Tormax,
- Long term disability paid by Tormax

Please send your documents to:

TORMAX USA Inc.
Beto Rendon
Support / Install Manager
12859 Wetmore Road
San Antonio, TX 78238
Phone: 210-494-3551
Cell: 210-857-2607
Fax: 210-494-5930

brendon@tormaxusa.comE-Mail-Anzeige nur mit eingeschaltetem JavaScript