



136 Coonbrook Road / P.O. Box 69
Petersburgh, NY 12138
www.4taconic.com
800.833.1805



Customer Service Representative

Taconic, a global leader in the manufacturing of PTFE coated fiberglass fabric, belts and tapes is seeking a Customer Service Representative for our corporate office in Petersburg, NY to answer phones in a professional manner. Take, expedite, price and respond to specific customer needs regarding placement of orders, samples, quotes, technical data, and product recommendations.

- High school diploma or equivalent experience.
- One year of previous customer service/sales experience required.
- Must have a friendly and courteous telephone manner with the ability to prioritize based on changing work conditions.
- Must have basic math skills with ability to add, subtract, multiply and divide as well develop percentage mark-ups and profit margins.
- PC literate with experience with MS Office preferred.
- Good organizational and communication skills along with attention to detail and ability to maintain confidentiality.

Salary Range \$41,600 - \$49,920 per year.

We offer a competitive benefits package including medical, dental, vision and life insurance, a competitive compensation and retirement package, tuition assistance, vacation, a business casual work environment and more! For immediate consideration please email resume to hr@4taconic.com or mail to:

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EOE/AAP