UNITED AEROSPACE CORPORATION

CUSTOMER SERVICE REPRESENTATIVE – IN-HOUSE POSITION

Job Summary

We are seeking a dynamic and enthusiastic Customer Service Representative to join our team! In this vital role, you will be the friendly voice for our valued clients, providing exceptional support and ensuring their needs are met with professionalism and care. Your energy and communication skills will help build strong relationships, resolve inquiries efficiently, and promote a positive experience for every customer. This position offers an exciting opportunity to develop your skills in a fast-paced environment.

Responsibilities

In-House Sales Position will be responsible for quoting RFQs received. Will also be responsible for following up with customers on quotes and processing sales orders in the system and communicating with the customers until their orders are delivered. The position will include coordinating with various departments to ensure accuracy and efficiency in the daily processes as well as having a strong ability to multitask while providing attention to detail when processing the tasks.

Responsibilities:

· Analyze RFQs and identify parts to quote
· Process and enter customers' orders in the system
· Follow-up on Open Orders
· Coordinate with and support other departments as necessary

Requirements / Experience

· Experience in Aerospace/Aviation preferred
· JD Edwards Enterprise ERP a plus
· Fluent in English and Spanish
· Microsoft Office knowledge

Benefits:

- 401(k) and 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance

954-364-0085 - martinc@unitedaerospace.com