

Customer Relations & Administrative Coordinator

iNECTA LLC is currently seeking a Customer Relations & Administrative Coordinator to manage all customer related claims, concerns, & inquires. This position will also be responsible for providing administrative support to the service department. iNECTA is a Microsoft Dynamics Gold Certified Partner, catering to the Produce, Food, and Seafood industries. The incumbent will be responsible (but not limited) the following;

Responsibilities;

- Provide exceptional customer service, both internally and externally
- Manage the communication process (via email & phone) between customers and management team; understand when to escalate issues to management
- Build exceptional relationships with clients
- Provide customers with all product updates
- Work with service and sales department to resolve all client matters
- Provide administrative support to the service department that helps ensure a smooth and efficient business process

Qualifications for this position will consist of the following;

- Detail-oriented mindset and customer service focus
- Excellent organizational and follow-up skills
- Solid oral and written communication skills, including the ability to draft professional correspondence
- Strong information technology skills and a high level of proficiency with common business software including the MS Office Suite
- Minimum of 2 years similar experience

Benefits Include:

- Competitive salary/compensation
- Bonus opportunity
- Annual paid time off benefits
- Gym Membership reimbursements
- Medical, Dental, LIFE and disability insurance plans
- Healthcare, Dependent Care, Flexible Spending Accounts
- 401(k) Plan

iNECTA is an Equal Opportunity Employer: Women, Minorities, Veterans, Disabled
Please submit all resumes to <http://www.inecta.com/careers>

