



Job Description

To be considered for this position please paste and copy the following URL and follow instructions.

<https://www.cindexinc.com/c/B30FBF>

If you are an assertive, self-starter, that prefers achieving your goals with and through others, excel at developing and maintaining long-term relationships with clients, enjoy fast paced, deadline oriented work with a lot of variety, and have a high degree of follow through and attention to detail for high level items, please keep reading.

Hallway Feeds, a family owned company recognized as a leader in the manufacturing and marketing of premium equine feeds and supplements, seeks candidates for a Customer Service Representative (CSR). This position is located at our office in Lexington, Kentucky. As an employee of Hallway Feeds you will be expected to understand the vision and core values of the company. Our business is, and will continue to be, focused on manufacturing and delivering the highest quality feeds and uncompromising customer service.

The CSR is an important member of our team, serving as the day to day link between customers and the operational side of the business. This position is responsible for contacting existing customers to solicit weekly/bi-weekly orders, organizing and making available information to operations so that production and delivery needs can be planned. Also, the CSR must be willing to meet walk in customers face to face to assist them.

The CSR must be willing to work in an environment with others focused on customer related matters and be willing to embrace new responsibilities and tasks when asked. The work setting can some time move at a fast pace, so multitasking while maintaining a calm temperament is very important.

Description of Successful Candidate

Highly motivated and enjoys being busy
Detail oriented and well organized
Strong communication skills, both written and oral
Naturally friendly, cheerful and enjoys engaging with others
Understands time management and meeting deadlines
Ability to work independent of daily management oversight
Willingness to work in a team setting, sharing work load to create the most positive customer experience

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INTL | 001 859 255 7602



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LEXINGTON, KY 40508

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INFO @ HALLWAYFEEDS.COM
FACEBOOK | TWITTER | INSTAGRAM

Requirements

Bachelor's degree is preferred but not required
Customer service experience helpful
Practical horse knowledge is advantageous

Expectations

Identify and assess needs to achieve best results for the customer
Customer relationship management
Participate in product marketing efforts
Work closely with sales team to ensure that customers are updated, informed and cared for
Become a champion of customer engagement

Compensation

Salary + Bonus
Health Insurance
Profit Sharing

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Job Type: Full-time

Pay: \$35,000.00 per year