



## Customer Service Position

### About the Company

TRI-KES is an innovative, socially and environmentally responsible company. We design, market and sell fashion-forward contract wallcoverings, fabrics and interior finishes — and back them with the friendliest, most reliable service experience in the architecture and interior design industry. TRI-KES is the go-to source of inspiration and a true partner in the success of design professionals, purchasers and end-users. Only TRI-KES has both the products that make spaces look great — and a commitment to making our customers look their best. That’s because our team is more passionate, more responsive and more committed to giving each customer on every project a “Woo-hoo!” experience. To learn more about TRI-KES and the products we distribute, please visit our website at [www.tri-kes.com](http://www.tri-kes.com).

### About the Opportunity

TRI-KES is seeking a customer service representative who is service-minded, has strong reasoning skills and can effectively handle customer and vendor interactions: answer phones, accurately processes orders and follow through to ensure customer needs are met in a timely effective manner.

### Personality Characteristics

- Positive, assertive, and energetic attitude
- Pleasant, professional and empathetic phone personality
- Detail oriented
- Ability to multi-task
- Reliable
- Team player

### Required Qualifications

- College degree and prior customer service experience, preferably in a design or purchasing related industry.
- Knowledge of Microsoft Word, Excel and Outlook

### Benefit Highlights

- Salary
- Performance bonus
- Medical and dental plan
- Company-sponsored IRA
- Paid vacation, personal days and holidays

### Interested Candidates Please E-mail Resumes

[careers@tri-kes.com](mailto:careers@tri-kes.com)

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