



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Customer Service Administrator

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|---|--|---------------------------|
| Company: | Farmers Home Furniture | |
| Contact: | Crystal Pittman | |
| Job Location: | Dublin, GA | |
| Posting Date: | 06/27/2024 | |
| Closing Date: | Until filled | |
| Phone/Email: | www.farmershomefurniture.com | |
| Service/Product | | |
| Hours/Week: | | Shift: |
| Salary: Will be discussed at interview | | Benefits: Included |
| Travel Necessary: No | | Relocation: No |

To Apply:

Applicants can apply online at www.farmershomefurniture.com . For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Description of Job:

- Assists in resolving issues between Farmers Home Furniture stores and vendors such as missing/lost items, defective goods and warranty issues on products needed; negotiates with representatives and manufacturers; process claims and verify warranty information.
- Assists stores in placing part orders as needed for all products; processes part orders.
- Reports quality issues to internal Buyers when needed.



- Operates a computer terminal, printer, calculator, copy and facsimile machines, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software

Additional Functions:

- Substitutes for receptionist/switchboard operator as needed.
- Substitutes for co-workers in temporary absence of same.
- Performs other related duties as required.

Skills:

- Good organizational skills
- Excellent telephone etiquette
- Good follow through/attention to detail
- Good data entry skills (alpha and numeric)
- Good written and oral communication skills
- Good customer service skills
- Working knowledge of Microsoft Office Suite
- Good interpersonal skills
- Self-motivated
- Knowledge and ability to use all standard office equipment including personal computers