

Serampore Industries Private LTD, Inc.

dba SIP Industries

CASTING MANUFACTURER SINCE 1960

“Manufacturer to Distributor”

email: info@sipindustries.com

2900 Patio Drive
Houston, TX 77017
Toll Free Phone: 1 (877) 921-6111

Phone: (713) 923-6111
Fax: (713) 923-6114
Toll Free Fax: 1 (877) 921-6114

Position: Customer Service Representative / Inside Sales

Location: Houston, TX

Customer Service Representative's primary role is to build and maintain customer relationships through direct interaction by handling incoming calls, quotation requests and orders, via phone, fax and e-mail. Customer service duties include entering quotations and orders in the system, informing customers of back-orders and other relevant information, and providing data and submittals regarding product.

Qualifications and experience:

- 4-year college degree required; or Associates degree with 2-3 years customer service experience in related field; or 5 years customer service experience in related field
- Microsoft Excel, Word, Outlook experience required
- Interpersonal, problem-solving and organizational skills required