



SOUTHEASTERN FREIGHT LINES

Fayetteville

Customer Service Administrator 1

- \$16.59 - \$21.16 an hour
- 2nd shift

Job Summary:

As a Customer Service Administrator 1, you will be responsible for general clerical duties that assist in the operational function of the Service Center. Perform a variety of functions that may include a specialization or combination of activities in areas such as scanning, driver check-in, working in the Gate Office, cashier, or receptionist.

Responsibilities:

- Use a scanning machine to ensure bills are properly loaded into the Company's computer system for processing.
- Perform pick-up of bills in routing office and delivers to various locations on the dock. Aid the Linehaul Dispatch area, as needed, when associates are on vacation or are out sick.
- Receive drivers at gate and obtain information on driver's name and freight that is on the trailers.
- Assign drivers a number and assign appropriate place to unhook trailer. Direct visitors and truckers to various parts of the building or premises.
- Balance daily cash report and account for all bills and make and prepare all bank deposits and checks and verify all night deposits.
- Provide daily phone coverage for the Service Center by operating a switchboard console. Provide applicants with applications and collect them upon completion and welcomes visitors to the Service Center.

For this role, you must have:

- A High School Diploma or GED
- Ability to satisfactorily pass background check and alcohol and drug test
- 6 months of related experience and/or previous office experience; strong customer relations skills to communicate effectively with internal and external customers
- Ability to manage multiple tasks with interruption; computer skills; and be familiar with Microsoft Office applications.
- We would prefer you to have previous experience with Customer Service, Microsoft Outlook, Microsoft Excel, and Multi-line phone systems

To Apply:

https://sefl.wd1.myworkdayjobs.com/en-US/SEFL/details/Customer-Service-Administrator-1_R2024-17682?q=Fayetteville+NC