

Customer Service Representative – Full-Time Position

Requirements:

- Three (3) or more years of Customer Service experience.
- Excellent phone and email skills.
- Experience processing and entering customer orders.
- Computer skills: Microsoft Outlook, Word, Excel and PowerPoint.
- Ability to multi-task and work as a team player.
- Experience in the Outdoor/Shooting Sports industry considered a plus.
- Experience using SAGE MAS 200 accounting software considered a plus.

Responsibilities:

- Provide phone and email support for customers.
- Accurate order entry and shipment processing.
- Become knowledgeable about our products.
- Assist in improving processes/procedures.
- Support and assist sales team.

Additional Information:

- Job location – Richardson, TX.
- Competitive salary based upon experience.
- Medical and dental insurance available.
- Paid vacation and holidays.

Company Information

TRUGLO, Inc. is the leading manufacturer and distributor of archery and firearm accessories.

Established in 1993, the TRUGLO™ brand is internationally recognized for innovative product designs, which include archery/firearm accessories for hunting, target shooting and law enforcement. TRUGLO products are distributed worldwide under the following brands: TRUGLO™, Apex Gear™ and FirstString™.

Resumes can be submitted by email to: jobs@truglo.com. No phone calls, please.