

851 Oak Creek Drive, Lombard, IL 60148

integrityswag.com 630-317-7993



Integrity Sourcing collaborates with every customer to build a custom-tailored plan for promotional solutions to build their brand. Our product line includes corporate apparel, workwear, and uniforms; company store platforms, order fulfillment, and global shipping, employee rewards programs, trade show design and giveaways; corporate and holiday gifts; design and print services, and much more.

### **CUSTOMER SERVICE REPRESENTATIVE**

We are looking for a customer service representative to help serve our growing list of clients and support needs for our sales staff. We prefer experience with corporate branding, creating proposals, processing purchase orders, and strong customer service skills. Individual must also have strong computer skills and attention to detail. Experience with Microsoft Outlook, Word, Excel, and Power Point is desired. Canva, Adobe and Constant Contact is a plus, otherwise we will provide training.

This is a full-time on-site role as a Customer Service Representative at Integrity Sourcing, LLC in Lombard, IL. As a Customer Service Representative, your day-to-day tasks will include providing customer support, ensuring customer satisfaction, and delivering excellent customer service and experience. You will be responsible for addressing customer inquiries and resolving issues in a timely and efficient manner.

### **QUALIFICATIONS**

- Strong customer service skills
- Experience in customer support and customer satisfaction
- Knowledge of customer service principles and practices
- Excellent communication and interpersonal skills
- Ability to multitask and prioritize
- Problem-solving and conflict resolution skills
- Attention to detail and accuracy
- Proficiency in using customer service software and tools including Outlook, Word, Excel, and Power Point, Canva and Adobe a plus!
- Previous experience in a similar role is a plus.

We offer full health, dental, and vision benefits with optional life and retirement plans. There is also a free health club on site.

Please email resumes to Lisa Gelsomino email [lisa@isourcingusa.com](mailto:lisa@isourcingusa.com). Thank you!

