

Great food and great careers – this is what Performance Food Group brings to the table. PFG is one of the largest foodservice distributors in the nation, with more than 66,000 national and private label products that we market and distribute both nationally and in 40 foreign countries. If you're ready to set your career in motion, it all starts now with a company that really delivers!

The Customer Service Representative position will perform the following duties

- Provides customer service to the Area Managers.*
- Assisting customers with their order entries and inquiries.*
- Checks for correct updated pricing, any bid prices or any special promo pricing.*
- Verifies pricing, item descriptions, PO numbers, and pick-up locations after order confirmations.*
- Develop long-term relationships with customers and Area Managers by assisting and resolving any problems that may arise.*
- Work with other associates on processes and improvements, as needed, as a member of a work group.*

Hours for this position may vary due to customer needs, and overtime may be necessary, but this position will be scheduled for four, 9-hr shifts between Monday and Friday, and between the hours of 8:00 am and 12:00 pm on Saturday.

Performance Food Group is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

Qualifications : *High School Diploma or Equivalent.*

Ability to handle multiple tasks effectively.

Ability to work in a fast-paced environment.

Knowledge and experience working with Microsoft Word, Excel and Outlook.

Knowledge of IBM AS 400 preferred.

Inside sales experience preferred.

Post Type : *Internal / External*

Post to Job Board :

CareerBuilder

AmericasJobExchange

Country : *U.S.*

State / Province : *Missouri*

City : *Saint Louis*