

CUSTOMER SERVICE REPRESENTATIVE

Ward Manufacturing LLC has an immediate opening for a Customer Service Representative.

Minimum of a high school diploma or GED equivalent. Prefer 2-year Associate's degree and 1 - 2 years experience in customer service. Must have strong accounting skills. Must have good communication skills and the ability to speak effectively with customers and co-workers. Must be knowledgeable in MS Word and Excel.

Please Send Resume To:
Ward Manufacturing LLC

P.O. Box 9

Blossburg, PA 16912

Attn: Human Resources Department

Email: ward.jobs@wardmfg.com