



Customer Service Administrator

Working hours: 8:30 a.m.-5:00 p.m. (Monday-Friday)

Inspired Energy is an industry leading manufacturer of Smart Batteries and Smart Battery products with the primary focus on design and manufacture of world class rechargeable Lithium-Ion batteries and chargers for global distribution. Headquartered in Newberry, FL, we are a fast-growing, multi-million-dollar corporation recognized as a one of the top companies in low volume, high customization portable power products with the use of innovative business solutions and top-quality customer support.

Job Description

Inspired Energy is looking for a Customer Service Administrator with opportunity for growth in Newberry, FL. The Customer Service Administrator will provide support in Customer Service and have the following responsibilities.

- Provide quotes, receive, and process customer orders as needed.
- Review for accuracy and completeness
- Manage and monitor upcoming customer scheduling requirements.
- Establish and review payment terms for customers using investigative tools.
- Provide customer statements and ensure on time customer payments.
- Take the initiative to help the customer service team exceed our customers' expectations.
- Answer phones and customer emails with professionalism and eloquence
- Perform other functions or duties as assigned.

Preferred Experience / Skills:

- Minimum of a high school diploma
- Exceptional time management and multitasking skills
- Highly detail oriented
- Proficiency in Microsoft Office, with a high degree of data input accuracy
- Exceptionally clear and professional oral and written communication
- Willingness to listen and follow direct orders.
- Strong organizational skills and willingness to work in a diverse and inclusive company culture.
- Desire and ability make decisions and motivated to take on further responsibilities.
- 2-4 years' prior customer service experience preferred but willing to train.

All post-secondary education listed on a Candidate's application and resume must be verifiable, including but not limited to dates of attendance and degree/diploma awarded. Post-secondary education includes any courses taken through an accredited college or university in pursuit of a degree.



Salary to commensurate with qualifications and or experience.

Candidates must send resumes to Inspired Energy HR department 30 days from the posting date to be considered.

Inspired Energy is an equal opportunity employer. All employment decisions at Inspired Energy are based on business needs, job requirements and individual qualifications without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Inspired Energy will not tolerate discrimination or harassment based on any of these characteristics.