

Bankcard Services

Customer Service Representative

Bankcard Services is seeking for hard working and ambitious individuals to join our dynamic team in Torrance Headquarter.

Bankcard Services is looking to bring on a Customer Service Representative to support our merchants, clients and staff with professionalism, tact and skill. The duties will include good problem solving skills, friendly attitude, task oriented, strong multi-tasking skills, computer savvy, customer service experience, and dependability. Organization and attention to detail are keys to this role, as is the ability to learn quickly and communicate effectively.

Job Summary:

Answer phones to respond to orders, general Merchant inquiries, Bill Statement questions, all of Terminals Issue and customer complaints. Project a professional company image through phone interaction.

Skills/Qualifications:

1. Basic reading, writing, and arithmetic skills required.
2. Computer literate with the ability to learn customer service software applications.
3. Bilingual: Korean/English (proficient in both languages)

Benefits:

1. Dental, Vision, Life Insurance, Paid Sick Leave, Accrued Paid Vacation and Paid Holiday.