



EICKHOF®

CUSTOMER SERVICE REPRESENTATIVE

ABOUT EICKHOF

Eickhof Columbaria (www.eickhofcolumbaria.com) is a fast growing manufacturing and design company based in Minnesota, with offices in Crookston and Minneapolis. The company installs memorial projects (columbaria) all over the United States and abroad, with a strong focus on quality, craftsmanship, customer service, engineering, and design.

POSITION SUMMARY

As a Customer Service Representative, you will work with our Project Manager and Contract Team as well as customers who have purchased (or are about to purchase) Eickhof products to prepare contracts, process urn orders, and field customer questions about Eickhof's services after the sale.

REQUIRED QUALIFICATIONS

- College Degree
- 1-5 years experience in customer service, drafting or similar field
- Computer literate
- Exceptionally organized
- Excellent communicator

PREFERRED QUALIFICATIONS

- Design, architecture, or construction experience, background, or interest
- CAD / drafting experience

KEY RESPONSIBILITIES

- Learn extensively about Eickhof's and competitors' products
- Become proficient in our CRM program, Maximizer
- Help prepare Confirmation of Order contracts
- Assist with trip paperwork
- Assist with our urn services
- Communicate with customers with service questions

To apply email resume and cover letter (specific to this position at Eickhof) in PDF format to stephen@eickhofcolumbaria.com.

EICKHOF COLUMBARIA

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