



## **Bearing Corporation of America**

### *Customer Service Representative*

#### **Location: USA, Mt. Prospect, IL**

Are you looking for a unique vehicle to a successful career? Are you seeking to utilize your talents to their maximum potential? NTN Bearing Corporation has employment opportunities that will assist qualified candidates to achieve their desired goals. NTN is one of the world's premier bearing manufacturers serving the automotive and industrial markets for the past 90 years. Proven stability, growing sales and career opportunities, are a few of the factors that set NTN apart. NTN is **currently seeking a Customer Service Representative for our Mt. Prospect office.**

#### **Responsibilities Include:**

- Order processing, quotes, handling incoming customer calls.
- Product interchanges and expediting.
- Outside/inside sales support,
- Excellent customer service skills including handling customer complaints.
- Backorder processing and inventory inquiries.
- Credit / Debit entries and billing disputes.

#### **Skills/Qualifications:**

- Must have an Associate degree in business or related field or equivalent work experience.
- 1-3 years business/customer service experience.
- Effective communication skills, orally and in writing.
- Strong PC skills and proficiency in Microsoft Word, Excel. Lotus Notes preferred.
- Experience with JD Edwards, AS400 or SAP systems.
- Ability to work in a fast paced environment.
- Organized, analytical, multi-tasking.

NTN Bearing Corporation offers a full range of comprehensive benefits that far exceed the industry standard, including medical, dental, vision, as well as matching 401(k), paid vacation, tuition reimbursement. NTN Bearing Corporation is an equal opportunity employer that strongly supports diversity in the work place.

#### **How to apply:**

If you are interested in applying for this position please complete the questionnaire and send your resume via email to [careers@ntnusa.com](mailto:careers@ntnusa.com) .

Post 6/1/2009

Recruiters: **NO PHONE CALLS PLEASE**