**Customer Service Representative**

**Description**
Littleton Coin Company is a family owned and operated business with over 70 years of strong steady growth. We are an industry leader in the collectibles field providing coins, paper money and related supplies to collectors worldwide. We employ over 300 people in a comfortable, modern facility. Rated as one of the best small towns in the country to live in, Littleton is in the heart of New Hampshire’s scenic White Mountains, one of the premier four season vacation and recreation areas in the country.

A Customer Service Representative provides friendly, professional service and assistance to customers nationwide via phone and mail. Receives and processes inbound phone orders, provides information regarding all company products and services, resolves problems related to products, services, orders and payments. They present a positive company image to maintain strong customer relations through phone and written communication.

The qualified applicant will be customer oriented, friendly and courteous, and professional in voice and manner, must have solid communication skills with excellent listening ability, and the ability to quickly learn about our wide range of products and services, requires strong organizational skills, attention to detail, knowledge of basic math, and computer or keyboard skills, must be able to work overtime as needed.

**Other Necessary Skills**
Make decisions, Obtain information from individuals, Provide customer service, Take messages, Maintain telephone logs, Type letters or Correspondence, Collect deposit or payment, Sell products or services, Resolve customer or public complaints, Use knowledge of investigation techniques, Use telephone communication techniques, Use computers to enter, access or retrieve data

**Benefits Offered**
Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Tuition Assistance, Flex-Time, 401K, Paid Time Off

**Starting Pay**: $ 10.85/Hour  
**Hours**: 11:30 PM - 8:00 PM

**How do you apply?**  
**Person**: 1309 MT. Eustis Road, Littleton, NH 03561)  
**Online**: http://www.littletoncoin.com

**Minimum Typing Speed 40+ Words per minute**
**We will train!**