



## **Customer Service Representative - NY**

Taconic, a global leader in the manufacturing of PTFE coated fiberglass fabric, belts, tapes and laminates is seeking a Customer Service Representative for our corporate office in Petersburg, NY to answer phones in a professional manner; take, expedite, price and respond to specific customer needs regarding placement of orders, samples, quotes, technical data, and product recommendations.

High school diploma or equivalent experience. One year of previous customer service/sales experience required. Must have a friendly and courteous telephone manner with the ability to prioritize based on changing work conditions. Must have basic math skills with ability to add, subtract, multiply and divide as well develop percentage mark-ups and profit margins. PC literate with experience with MS Office preferred. Good organizational and communication skills along with attention to detail and ability to maintain confidentiality.

We offer a competitive benefits package including medical, dental, vision and life insurance, a competitive compensation and retirement package, tuition assistance, vacation, a business casual work environment and more!

For immediate consideration please email resume to [hr@4taconic.com](mailto:hr@4taconic.com) or mail to:

Taconic  
Attn: Human Resources  
136 Coon Brook Road  
Petersburgh, NY 12138  
800-833-1805 ext 236  
[www.4taconic.com](http://www.4taconic.com)

EOE/AAP