



### Job Responsibilities

Customer Service Representatives are key role players in providing Professional Collision customers with an exceptional repair experience. CSRs assist customers during check in and delivery by being an informative resource that can answer questions and concerns. The position is also fundamental in supporting company sales. CSRs control location scheduling and ensure receivables are maintained at company standards.

#### Responsibilities also include, but are not limited to:

- › Scheduling repairs based on customer and company needs
- › Securing customer and insurer authorizations
- › Effectively communicate with and assist customers throughout the repair process
- › Assist with posting job-related invoices
- › Prepare delivery documents
- › Process receivables
- › Assisting as a motivated team member in achieving company goals

#### Benefits

- › 401(k) Retirement Plan with 50% Company Match
- › Healthcare
- › Paid Holidays
- › Paid Time Off
- › Section 125 Cafeteria Plan
- › Continuing Education and Training
- › Opportunities for Advancement

### Job Requirements

- › Problem solving and organizational skills
- › Excellent communication and sales skills
- › Sales and account receivable experience is a plus
- › Ability to manage time in a fast-paced atmosphere
- › Knowledge and experience with computer systems
- › Ability to pass drug screening
- › A valid driver's license

#### ABOUT PROFESSIONAL COLLISION

Professional Collision is a growing leader in the automobile collision repair industry. With locations in Alabama and Florida, Professional Collision has served the needs of residents along the Central Gulf Coast for over 35 years. The company's success is a result of its focus on providing high quality, competitively priced repairs and industry-leading customer satisfaction. Professional Collision is certified by Fiat Chrysler, GM, Ford, Hyundai, Nissan, along with I-Car and ASE.

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Please send resume and cover letter to careers@professional-collision.com

*Professional Collision is a drug-free work place, an equal opportunity employer and ADA compliant.*