



**Hawaii Reserves, Inc.**  
A LAND MANAGEMENT COMPANY

## **Customer Service Representative**

Regular, Full-time Position

### **JOB SUMMARY**

This position provides professional and friendly service to customers. Duties include greeting customers as they come into the office, answering customer inquiries and complaints, providing payment and billing information to customers, balancing the cash register at the end of the day, and other clerical duties. The position may involve working with confidential and sensitive information.

### **JOB REQUIREMENTS**

Excellent customer service skills. Must be able to assist customers in a professional and friendly manner. Experience as a receptionist or equivalent preferred. Clerical proficiency such as telephone and typing skills. Must be computer literate and be familiar with word processing software. Must be able to use a 10-key calculator and learn to accurately use billing and payment programs. Must be organized.

### **COMPENSATION**

**Hourly Pay starting at \$15.50+**  
**depending on experience and qualifications**  
**Full Benefits Package (Health Insurance, 401K matching, etc.)**

### **APPLICATION DATES**

Opens February 27, 2020; closes when filled

**Apply at Hawaii Reserves, Inc. office in the Laie Shopping Center**  
**55-510 Kamehameha Highway, Laie, Hawaii 96762**

**Application available at: <http://www.hawaiireserves.com/pdf/Application.pdf>**  
**Applications submitted via email ([contact\\_us@hawaiireserves.com](mailto:contact_us@hawaiireserves.com)) must be signed and the original delivered to the HRI office before or upon interview**