



MachMotion
14518 County Road 7240
Newburg, MO 65550
(573) 368-7399 | Fax (573) 341-2672

Customer Service Representative

Overview: MachMotion is seeking a motivated individual looking for a career in customer service. We are passionate about providing the best support in our industry. We are looking for someone that loves serving others.

Responsibilities:

1. Provide front line support via telephone and email
2. Assist customers setting up their CNC products
3. Identify problems, research solutions, and then guide customers through the corrective actions
4. Improve customer references by writing and maintaining excellent documentation
5. Help improve systems and procedures and create change
6. Perform miscellaneous job-related duties as assigned

Knowledge, Skills, and Abilities:

- An Excellent Problem Solver
- Competent with Windows
- Excellent oral and written communication skills
- Quick to Learn
- Eager to Work Hard
- Dedicated to Customer Support

Education and Experience:

- Previous customer service experience preferred
- Electrical understanding

Compensation: Dependent on education and experience.