



We are looking for an energetic, detail orientated individual to join our Client Services team as a Client Services Representative.

**Position Summary:** Barker Blue Digital Imaging primarily serving the construction, architecture and engineering industry, receives orders from our clients for reproducing their construction plans on paper and in many cases, archiving these drawings into our clients' private, customized, web portals.

The Customer Service Representative will process these orders from fax, email and walk-in customers through a data entry system. At the same time, assist walk-in customers and answer incoming client phone calls from clients.

**Communications Skills:** Must have the ability to handle busy phones, multi-task effectively present information to and respond to questions from customers, company managers, the general public, and co-workers. Candidate must possess excellent communication (both written and verbal), organization, analytical, comprehension skills and maintain a Can-Do attitude. You must be a real team player.

**Reasoning Ability:** Must be a self-starter who can be proactive in defining problems, collecting data, establishing facts, and drawing valid conclusions. Must have the ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**Computer Skills:** Ideal candidate would have at least 1 to 2 years experience in a fast paced, Customer Service orientated environment, with a variety of software experience including: MS Office, Excel, and Outlook.

We are based in San Mateo. This is a Monday through Friday, full-time position with benefits & 401K. Some paid overtime may be required.

This is a great opportunity for a motivated individual to work with friendly people at a progressive, exciting, fast paced, cutting-edge and growing.