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9650 South Franklin Drive, Franklin WI 53132 800-892-3755 [jeffersonelectric.com](http://jeffersonelectric.com) [info@jeffersonelectric.com](mailto:info@jeffersonelectric.com)

## Customer Service Representative

Jefferson Electric is a rapidly growing manufacturer of dry-type electrical transformers with a rich tradition of supplying products to various commercial and industrial markets. Jefferson continues that tradition today, manufacturing high-quality dry-type transformer products for our OEM and End User customers.

We are seeking an experienced **Customer Service Representative** to be part of our team located in Franklin, Wisconsin. The successful individual will provide excellent customer service support to our internal and external customers through accurate and efficient data entry, follow up of shipments, order invoicing and resolving customer issues/concerns.

Qualifications include:

- High school diploma or equivalent work experience
- 3-5 years of customer service experience in a manufacturing environment
- Proven ability to multi-task in a fast pace environment
- Excellent written and verbal communication skills
- Strong PC skills with Jobscope knowledge a definite plus!

We offer a competitive salary and benefits package and the opportunity to work for a respected industry leader. Interested candidates should send their resumé along with salary requirements to [careers@jeffersonelectric.com](mailto:careers@jeffersonelectric.com).