



Customer Support Administrator

For over 50 years in three locations worldwide, Jet-Care International has specialized in engine health monitoring at our state-of-the-art laboratories and with first-class customer service.

We are looking for a motivated, detail oriented and dynamic individual who functions well in a team environment, and who is capable of handling a variety of tasks promptly and efficiently. The successful candidate should be reliable with a professional attitude, good communications skills in English, and proficient in Word, Excel and Outlook. Knowledge of Spanish a plus.

Tasks include but are not limited to:

- Supporting our sales, accounts and laboratory teams with accurate documentation and reporting;
- Ensuring smooth coordination across departments;
- Entering and maintaining information into CRM software (SAP);
- Answering phones;
- Creating quotes for our services and handling customer orders;
- Upholding the highest standards of professionalism in every interaction.

This is a full-time, in-office position; hours are 9:00am to 5:30pm. We provide complete training and a benefits package including health, vision, dental insurance, 401(k) matching, life, ADD and identity theft insurance after completion of the probationary period. Pay is commensurate with experience, from \$21-\$23/hour.

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- On-the-job training
- Paid time off
- Vision insurance

References required, mandatory pre-employment drug/alcohol testing and background check. Jet-Care is an Equal Opportunity Employer. Veterans welcome.

Please apply with your latest resume, professional references via email to careers@jet-care.com.