



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #5220 Log Sheet

Job Posting Date: 5/15/2024

Employer Information: C-Auto Glass, Inc.
Contact: Eileen Joyce
2500 Brookpark Rd., Suite 111
Cleveland, Ohio 44134
Phone: 216-351-2193 **Ext:**
E-mail: info@cautoglass.com

Main Business: Automotive Glass Replacement and Calibration

Job Title: Customer Service Representative

Full/Part-time: Part-Time, Full-Time

Job Hours: Flexible. Business hours are Mon.-Fri. 8-5, Sat. 8-2

Job Duties:

- Provide estimates and pricing to customers over the phone using our point-of-sale software
- Assist customers in scheduling service
- Assist customers in determining their service needs
- Maintain positive relationships with our customer accounts and co-workers
- Process incoming work orders, outgoing vendor purchases and customer transactions

Compensation: Negotiable

Special Notes / Additional Information:

This is not a remote position.

Minimum Age Requirement?

18

How to Contact: Email resume, In Person

Seeking:

CVCC Alumni, Adult /Job Seeker

Program Area:

General, Business & Administration

E-mailed Job Posting on:

Notes: