



RC WATT

RC WATT is a trade name for InterHome Technologies, Inc., founded 1997, Registered: PA16477
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To: Friends / Family of RC WATT 23 FEB 2021

RE: Career Opportunity: 20+ hours/week w/ flexible work schedule

RC WATT, a leading full-service dealer for onsite power systems (e.g., standby generators) at homes and small businesses, has an immediate opening, with flexible work schedule, for a part-time Customer Service Assistant "CSA" living within driving distance of our office in the Irwin, PA area.

CSA will support Customer Service team and must be able to manage time and resources well. Familiarity with Zoom and QuickBooks helpful but not required. Must be knowledgeable of software such as Word and Excel.

After in-office training with each Customer Service Manager "CSM" during our normal hours, the CSA will have the opportunity to work some of the 20+ hours per week from home with flexible times as conducive to company needs for the tasks. We will provide a laptop, access to various computer apps, and the CSA will use them and Google products (e.g. docs and sheets) to handle assignments which will include:

PRIMARILY:

- Scheduling / Tracking / Contracting of Prospective and Existing Clients for installations and services using email (postcards in some cases) and phone calls and documenting updates. Compensation for success.
- Prepare sales packets and miscellaneous office tasks as assigned.
- Contacting utility companies, municipalities, and inspection entities relating to work requests and permitting.
- Collecting payment on past due invoices.

AS NEEDED:

- Assist with in-bound calls when a CSM is on vacation.

The position requires excellent communication skills, typing speed of 60+ WPM, and other proficiencies (e.g., reading, writing, arithmetic) that may be demonstrated with a college degree or at least five years of related work experience.

RC WATT offers a wholesome environment that is family-oriented and is free of smoke and scents. Candidates must pass a drug test and background check. Professional appearance, initiative, and attention to detail are essential.

RC WATT offers the successful candidate the experience of working with technology typically associated with a Fortune 500 workplace, but without the City drive. We offer generous compensation, holidays, vacation, and other benefits, including 401(k) and a profit-sharing plan.

Please email careers@rcwatt.com with your cover letter, resume, transcripts, and salary requirements. In addition, we ask you to tell us something interesting about yourself and why you would like to work with RC WATT (include the name of the person who referred you if applicable). We will follow-up with a cognitive assessment and other testing before in-person interviews may be offered.

Only successful candidates will be notified.