

TriTech Software Development Corp.
1205 S. Greenville Ave.
Allen, TX 75002

Position:

Customer Service/Administration

Our Company:

TriTech Software Development Corporation is a dynamic, fast-growing software and services company specializing in the field of insurance tax compliance.

Positions Overview:

This is an entry level position that will provide the opportunity to support our Administrative department. You will take part in corporate marketing as well as extensive customer service interaction. There is no formal education prerequisite for this position as most duties will be hands on training. You must have excellent multi-tasking skills, great attention to detail, a positive personality and ability to work in a hectic, fast paced environment.

Responsibilities and Duties:

- Work with tax accounting team to handle current customer information
- Provides all forms of client support, including phone and email support while maintaining a professional and lasting relationship with customers

Technical Skills:

- Proficiency in Microsoft Word, Excel, Windows
- Ability to master new computer applications and software

Character Attributes:

- Creative
- Attention to Detail
- Tech savvy
- Detail oriented
- Superior time management skills
- Ability to meet deadlines
- Exceptional communication skills
- Provide support to managers
- Positive attitude

Conditions of Employment:

- Background check
- Drug test
- Work status

Please submit your resume along with an application [here](#).