

Twin Rivers Paper Company is a leader in the production of specialty papers. We are pleased to announce that our Pine Bluff Operation is seeking a committed individual to join our team and grow their career as a full-time:

**CUstomer service representative**

**Reporting to the Customer Service & Transportation Manager, the Customer Service Representative is responsible to:**

* Actively support and promote safe work practices throughout the mill be being present at safety activities and personally encouraging safe behavior.
* Provide product information and process customer orders.
* Coordinate product with production and transportation.
* Resolve customer issues in a timely manner.
* Monitor accuracy of orders entered vs forecast.
* Work closely with Sales Representatives.
* Participate in a variety of meetings including monthly customer and monthly sales meetings.
* Weekend coverage on a rotation basis.
* Have an awareness of the Food Safety Policy, GMP’s, HACCP principles and Food Safety Standard.

**Requirements:**

* High School Diploma or equivalent preferably BS in Business from an accredited college/university.
* Preferably 5+ years of customer service.

Twin Rivers Paper offers a competitive salary and an extensive benefit package. Please send your letter of interest and resume to:

Twin Rivers Paper Company - Human Resources Department

1701 Jefferson Parkway, Pine Bluff, AR 71602

Or by Email: [pinebluffjobs@twinriverspaper.com](mailto:pinebluffjobs@twinriverspaper.com)

# Applications will be accepted until the position is filled.

Twin Rivers is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.