

Full Time Customer Service Position Screenprinting/Embroidery and Promotional Products

- Helping customers with all aspects of ordering decorated apparel
- Explaining process to customers.
- Quoting Prices/ Invoicing/ Ordering garments, etc.
- Organize and explain jobs/work orders for the screenprinting/embroidery staff.
- Computer and phone experience preferred. Simply Accounting an asset but will train.

We are a casual but fast paced environment that requires a detail oriented and organized individual to keep us organized.

Attention to detail in our business is very important as well ability to follow instructions on work orders accurately.

Able to work in a fast paced environment and Reliability is a must...

We work with clients of all industries at our small but busy embroidery and screenprinting business. We have a positive team atmosphere with long term employees and require a positive team member.

Contact Karen Fillmore via email with resume, references and expected salary