

Job Title:	Customer Service/Admin. Assistant	Date Posted	November 08,2016
Department/Group:	Front Office		
Location:	3812 Spenard Road Anchorage, AK	Travel Required:	No
Level/Salary Range:	Hourly	Position Type:	Full time

Applications Accepted By:

FAX OR E-MAIL:

907-272-4122 OR BONNYT@ACEUSA.NET

Attention: Office Manager

MAIL:

N/A

Job Description

ROLE AND RESPONSIBILITIES

- Customer service is number one priority
- Enter phone orders from customers
- Set appointments and walk house accounts through showroom
- Maintain showroom, samples, pricing, reorganizing showroom yearly
- Proofing of new catalog yearly
- Entering special orders and invoicing them
- Front desk coverage 2 hours daily
- Assist sales staff as needed and run sales reports
- Assist with yearly gift show setup/breakdown
- Maintain customer contracts in computer system
- Assist/fill in as needed with other office team members
- Multi –tasking skills

QUALIFICATIONS AND EDUCATION REQUIREMENTS

PREFER 1-2 YEARS EXPERIENCE IN:

Excellent customer service/phone skills needed

Must have **prior excel and word experience**

Must have 10 key experience

Minimum High school diploma

PREFERRED SKILLS

This is a fast paced position that requires excellent attendance, outstanding customer service, and a positive attitude. Willing to help out other team members and cross train to fill in as needed.

Salary depending on experience

Fulltime M-F 8am-5pm

Benefits: 401K, vacation and sick pay

