

**SELF-MOTIVATED
ORGANIZED
—CSR—
WANTED!**

**PRINCIPLE
DUTIES
—and—
RESPONSIBILITIES**

**COMPUTER
SKILLS**

Successful and creative graphics & printing company is looking for some great customer service personalities. Multi-tasking is an integral part of this position while working in a fast-paced environment, so if you are listening to a pod cast, making your grocery list and reading this ad all at the same time - read on! Applicant should be self-motivated, positive & have a "get the job done" attitude and be able to take initiative. The right candidate must be detail oriented, have good organizational skills as well as excellent verbal and written communication skills.

- Answer multiple phone lines
- Greet customers
- Prepare Customer Presentations/Bids/Order Confirmations
- Track orders/shipments
- Job fulfillment & shipping
- Maintain neatness of office/showroom
- Inventory & Order office supplies
- Assist Office Staff as needed
- Deliveries/Pick ups

Proficient in Microsoft Office:

- Outlook
- Word
- Excel
- QuickBooks.

Send resume and cover letter to Admin@colormixgraphics.com

Sincerely,
Carla Sisk