



# Customer Service-Order Entry-Inside Sales

Starting Salary Compensation: **Based Off Experience- Range \$18.00-\$20.00 Per Hour**

Employment type: **Full-Time**

Benefits: **Vacation, Holiday Pay, 401K, Company Participation in Health Care Exchange Cost**

## Position Description:

1. Customer Service and Order Entry.
2. E-commerce Sales.
3. Inside Sales.
4. Work with art department on client approvals.
5. Perform high level of customer communication on orders and art.
6. Help coordinate kitting/fulfillment/inventory and warehouse when needed.
7. Help anticipate needs for staff and supplies for upcoming projects.
8. Review final layouts and suggest improvements as requested or needed for efficient production.
9. Assist in production as needed.
10. Monitor supplies needed within department and stay within budget.
11. Perform other duties with the company as needed or requested.
12. Have fun and enjoy what you do.