

Earthwise Bags – PPAI 421641

Customer Service & Sales Support

Burbank, California Reusable Bag company is seeking a full-time customer service & sales support representative to start immediately.

Duties & Responsibilities Include:

- You will be the primary liaison for our new and existing promotional customers and others, interacting with them by phone, fax, and email. Acting sometimes as the first point of contact, you will offer nothing but stellar customer service to establish great rapport with our very important customers.
- Answer any questions that customers have about our product line, their orders, etc. Process orders for customers. Follow-up with customers in a timely manner. Work through any post-sale issues alongside outside sales person.
- Provide support to outside sales person.

Our ideal candidate is a self-starter who is reliable, efficient, extremely organized, and has excellent customer service skills, demonstrating a professional and friendly phone manner at all times. You need to respond to people as quickly and as diligently as possible and able to juggle a lot of open issues at once if needed. We are looking for a hard-working, friendly and energetic individual who can learn fast and show a strong attention to detail. Having a positive attitude and excellent verbal and written communication skills are a must. You also must have proficient computer skills with an emphasis on all applications in the Microsoft Office Suite and internet savvy. You should also be interested in being an integral part of our successful company as we are only looking for people who want to be with us long-term.

Please send your letter, resume and references too: lisag@earthwisebags.com. Also, please list the website you found this job post on. You must be able to pass a full background check and drug test. This is a full-time position, Monday-Friday. Salary will be \$18.00 - \$20.00 per hour, DOE. We offer an excellent benefits package.