



Receptionist

Position Overview

We are looking to hire part-time, seasonal office help! This position will work with our office staff to ensure that communication with our customers is efficient and timely! This position would be great for students who are looking for a summer job or internship, with the option of winter hours as well!

We are looking for multiple individuals who would work up to 4 5-hour shifts a week May – September (or when you go back to school). This is a repeat position, meaning the job could be offered again the following summer.

May – September Shifts include:

7:00am – 12:00pm

10:00am – 3:00pm

12:00pm – 5:00pm

September – May would be adjusted to your schedule if you wanted additional hours.

Responsibilities

- Answer office calls and direct as needed.
- Communicate with customers regarding delivery time frames.
- Communicate with customer website inquiries.
- Communicate with customers during with pick up orders.
- Maintain delivery book.
- Maintain and respond to company emails and forward as needed.
- Gather, maintain, and file customer paperwork.
- Errand running as needed.
- Any other duties that are needed

Qualifications

- 16 years old
- Drivers license with reliable form of transportation
- Microsoft experience is preferred (Microsoft word and excel).
- Energetic, customer service orientated personality who can work in a team setting.
- Eager to learn new office and customer service skills.
- Ability to work up to 4 days a week.

To apply, please email our office at: Careers@ksi-team.com