

Customer Service Representative

Full Time or Part Time

Great Opportunity for High Performers! PostNet of Fort Collins is looking for an upbeat, happy person to join our team as a customer service rep. Full time and Part time positions are available.

Schedules are flexible and may be able to work around schooling. Our hours are 8:00 am to 6 pm, Monday through Friday and 10:00 to 2 pm on Saturday. Shifts may vary from 7:45 am to 6:45 pm.

RESPONSIBILITIES

- Cashiering
- Answering phones
- Calling customers
- Entering customer orders
- Basic copy jobs
- Faxing and sorting mail
- Various other tasks

QUALIFICATIONS

- Must be a team player
- Must be self-motivated
- Must be detailed-oriented
- Must be able to communicate clearly with customers
- Must be able to remain on task with multiple interruptions throughout the day
- Individual must be able to work independently with minimal supervision
- Must know Microsoft Office
- Must be quality driven
- Must be able to deal with public in a courteous and professional manner
- Must arrive on-time for all scheduled shifts
- Include resume with experience, references

PHYSICAL AND SAFETY REQUIREMENTS

- Should be able to lift at least 50 lbs.
- Must be able to stand/walk in limited area

Interested candidates should send resume and references to jason.bushman@postnet.com