

Registration Information

Order No.	3916033
Agency Name	ADVANTAGE PRESS
Job Title	CUSTOMER SERVICE REP
Job Description (including hours and responsibilities)	<p>Working on the front counter, taking and writing up orders. Copying, Faxing, Filling and other admin related tasks. Making sure front is clean and tidy, periodically – glass cleaning and dusting of machines/furniture are required. Answering phone calls, checking emails periodically for orders. Using of excel, word, outlook & Publisher to conduct day to day activities. Other printing related work such as bindery, collating, stuffing etc. Shipping UPS packages. Any other task assigned by the management. For more details go to our website WWW.ADVANTAGEPRESSWACO.COM Hours: Monday - Friday 8:30 AM - 5:00 PM Send in your resume if interested and you will be contacted if short listed. Job Type: Full-time Salary: \$9.00 to \$10.00 /hour Job Type: Full-time Pay: \$9.00 - \$10.00 per hour</p>
Job Location	WACO TX 76705
Salary Range	9 - 10
Qualifications	send in your resume to adpresswaco@gmail.com
Application Contact Name	AMIR
Phone	2542654599

Email	adpresswaco@gmail.com
Application will be accepted until (closing date):	4/30/2021