

Job Description Mail N More Auburn

This job requires you to provide efficient, effective, and excellent customer service. You will be using point of sale software to serve your customer in shipping, package pick-up, packing, selling retail items and provide a variety of other services in the location. You will also be maintaining store appearance or merchandising. If you are not currently a notary, becoming one will be a required. "Live Scan" fingerprinting will also be a requirement which you will receive on the job training. Both of these services will give you an increase in compensation once you are certified. Previous retail work experience with the ability to use tact and diplomacy is a must when maintaining a harmonious relationship with customers. On occasion the need to lift 50+ lbs and stand for extended periods of time will be necessary. Job Types: full-time and part-time.

RESPONSIBILITIES

- Deliver outstanding customer service to walk-in customers and telephone inquiries
- Practice good listening skills with customers and fellow workers
- Take ownership of the customer's shipping needs and offers viable solutions
- Take action to learn all product and service offerings, alternative solutions, and industry trends
- Operate all equipment, software, and devices
- Maintain a clean, organized, and safe working environment
- Perform other duties as assigned

QUALIFICATIONS

- High school diploma or GED required
- Strong computer skills, including Microsoft Office
- Outstanding phone skills
- Strong verbal and written communication skills, including spelling and math
- Prompt, reliable, and responsible
- Able to lift 50+ pounds
- Able to work on occasional Saturdays

TO APPLY: Email resume to: jobs@goldensierra.com

This position is part-time - 15 to 25 hours a week