

We are looking for an organized and dependable

Customer Service Representative

to join our family of companies.

This will be a part-time position at the front desk of our main office in Norwich.

Duties and Responsibilities

- Helping walk-in customers with questions and ad requests.
- Handling and processing customer payments.
- Entering data and typing of customer ads.
- Processing mail on a daily basis and assistance with monthly statements.
- Answering phones and handling emails.
- Other duties as job requires.

Requirements and Qualifications

- Basic knowledge of Microsoft Office and other basic programs.
- Strong typing skills.
- Highly organized with the ability to multi-task.
- Strong customer service skills.
- Experience helpful. However, training will be provided.

Please send resume' and cover letter to: careers@pennysaveronline.com or mail to:

Evening Sun / Pennysaver
Attn: HR Department
18-20 Mechanic Street
Norwich, NY 13815

