

We are looking for an organized
and dependable

Customer Service Representative

to join our family of companies.

**This will be a part-time position (16-20 hrs. per week)
at the front desk of our main office in Norwich.**

Possibility of expanded hours & schedule.

Duties and Responsibilities

- Helping walk-in customers with questions and ad requests.
- Handling and processing customer payments.
- 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.
- Rate is \$15.75

Please send resume and cover letter to:

Imercurio@pennysaveronline.com

Evening Sun / Pennysaver

Attn: HR Department

18-20 Mechanic Street

Norwich, NY 13815

