

We are looking for an organized and dependable

Customer Service Representative

to join our family of companies.

This will be a full-time position (8:30am-4:30pm daily) at the front desk of our main office in Norwich.

Duties and Responsibilities

- Helping walk-in customers with questions and ad requests.
- Scheduling - processing legal notices.
- 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.
- Evening Sun Circulation.

Requirements and Qualifications

- Basic knowledge of Microsoft Office, QuickBooks 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 \$16.00-\$16.50

**Please send resume and cover letter to:
careers@pennysaveronline.com**

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

