



ENTRY LEVEL ADMINISTRATIVE SUPPORT

KEY RESPONSIBILITIES

- Order Entry of New Orders
- Following up on Orders in Process
- Working Closely with Account Executives regarding the status of their orders and ensuring customer satisfaction
- Proactively emailing and/or calling customers to let them know of any backorders on their orders
- Working with Customers on a daily basis for customer pick-ups
- Working with customers via phone and/or email
- Handle all exchanges that are either dropped off by clients or sent back by mail
- Invoicing specific customers as needed
- Other Data input as needed
- Help the warehouse on a daily basis by helping to pack, ship, receive and distribute goods in a fast-paced environment
- Back-up to Customer Service in answering phones and other duties

EXPERIENCE/SKILLS/EDUCATION:

- Must be very conscientious about accuracy
- Must be able to multi-task and be detail oriented
- Must be proficient with Microsoft Office Suite (especially Excel and Word)
- Consistent attendance is a necessity
- Must have excellent communication skills both verbal and written
- MUST have a positive attitude and be a team player. Willing to offer help wherever and whenever needed
- Must be able to work in a fast-paced environment & flexible for change at any time

Please send your resume to info@lizardap.com

LIZard Apparel & Promotions, LLC, is a women-owned company and leading provider of Uniform Programs utilizing an on-demand, online platform focused in the Healthcare industry. We also serve other industries as well such as Construction, Corporate Apparel, and more. We also provide Promotional Product Solutions to our clients to market their brand(s). Our Corporate office is located in Dayton, OH.

Our motto is: Work Hard, Play Hard!

We want our employees to enjoy where they work and the team they work with!

Benefits of working with LIZard Apparel:

- We offer 401K equivalent (SIMPLE IRA) retirement plan for full-time employees – Employer matching up to 3%
- Medical Health Benefits available for full-time employees
- Bi-Annual or Quarterly Team “fun” events
- Special Incentives
- Flexible in scheduling of hours
- LIZard carries a small life insurance policy on all full-time employees