



Customer Service Associate

KEY RESPONSIBILITIES

- Answering customer phone calls and emails on a daily basis
- Proactively emailing and/or calling customers to let them know of any backorders on their orders
- Providing information about products/services offered
- Handle all exchanges that are either dropped off by clients or sent back by mail
- Data input as needed
- Help the warehouse as needed in receiving, shipping, etc.

EXPERIENCE/SKILLS/EDUCATION:

- Must be very conscientious about accuracy.
- Must be able to multi-task and detail oriented.
- Frequent stooping, squatting, overhead lifting and walking.
- Work overtime and weekends as required. (not often)
- Must be proficient with Microsoft Office Suite (especially Excel and Word).
- Consistent attendance is a necessity.
- Must be able to work on your feet for extended periods of time.
- Must be able to lift 20-30 lb. boxes frequently
- 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

Please send your resume to info@lizardap.com

Looking to fill a new position within 2-3 weeks.

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.

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