

General Office Help

Compensation: **starting at \$15/hr., with an increase after 45 days**

Employment type: **full-time, Monday-Friday 8:30am-5:30pm**

Are you awesome? Want to work with awesome people for a company that sells products people want?
We want to talk to you! Learn about us here:



The Closet Works Inc. is a LEAN company with an exemplary reputation built on our record of providing excellent products, competitive pricing and outstanding customer service for over 30 years. We are looking for an individual who wants more than just a job, but rather a career, as a part of our closely-knit team.

We offer:

- Paid vacation, personal and sick days
- A pleasant, congenial and respectful work environment
- Ongoing training and skills development
- A reputable and stable company in business for 30+ years

A successful candidate will possess:

- Strong communication and listening skills
- A "can-do" attitude
- Creative problem-solving skills
- Excellent organizational skills
- Meticulous attentiveness to detail
- Strong computer skills
- Good phone voice and a pleasant manner
- Dedication to providing exceptional customer service
- Ability to multi-task and prioritize
- Eagerness to learn

Basic tasks include:

- Job file maintenance
- Data entry
- Word processing
- Creating and maintaining spreadsheets
- Filing
- Field and route incoming telephone calls
- Support clerical inventory control tasks
- Compare and research invoice discrepancies
- Research backordered items

Your most important qualification is character! We want the right person who wants to be part of our team, not just another job. As you grow into the role, you will be cross trained with other employees, broadening your responsibilities and providing potential for advancement in the position.

If you're this person, email your resume to jdavidson@closetworksinc.com.