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# U.S. Poly Has Immediate Opening in Customer Service

AUGUST 20TH 2018 BY DEE LOFLIN

## U.S. Poly Has Immediate Opening in Customer Service

Dexter, MO - US Poly Enterprise, Inc. has an immediate opening in their Customer Service Department.

The individual will work on, but not limited to, providing customer service and order entry in a fast-paced environment with multiple interruptions. The individual will also be responsible for accurately entering customer purchase orders, proof reading and working closely with the art, production and shipping departments to ensure accuracy of the customers' orders.

The ideal candidate must have:

- Prior experience in an office setting and in customer service.
- Ability to prioritize and multi-task for maximum efficiency and with accuracy.
- Professional and pleasant phone etiquette and have experience using a multi-line phone.
- Prior experience with Microsoft Excel and Outlook.
- Ability to keep work station clean and organized.

Please send your resume, including work history, along with a letter of introduction to [Tiffany@uspolyinc.com](mailto:Tiffany@uspolyinc.com)

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