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# U.S. Poly is Seeking a Customer Service/Sales Department Employee

APRIL 30TH 2020 BY DEE LOFLIN

## U.S. Poly is Seeking a Customer Service/Sales Department Employee

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

This 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:**

- At least 3 years prior experience in an office setting and/or in customer service/sales.
- Ability to type quickly and accurately and have legible handwriting.
- Ability to prioritize and multitask 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.

**DO NOT TURN IN YOUR RESUME IN PERSON.**

YOU MUST EMAIL YOUR RESUME, including work history, along with a letter of introduction to [Tiffany@uspolyinc.com](mailto:Tiffany@uspolyinc.com)

If you are unable to email your resume, you can fax it to 573-624-6120. No phone calls please.

U.S. Poly provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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