



Every Child an Author

Customer Service

11.00 - \$13.00 Hourly. **

\$12.50 which includes \$11.00 hourly paid weekly, plus a minimum of \$1.50 hourly end of season bonus paid approximately at the end of May.

Plus:

- \$500 Training Bonus, paid at season end (typically end of May)
- End-of-season bonus for new team members

We are looking for individuals with a passion for working with people who will serve as the voice of our company, deliver a positive customer experience, and who wants to be a part of an amazing team. The Customer Service plays a support role in helping customers stay on track throughout their publishing project and answer questions as they arise.

Responsibilities:

- Manage incoming calls, chats and emails
- Identify and assess customers' needs to achieve satisfaction
- Follow communication procedures, guidelines, and policies

Qualifications:

- Self-motivated
- Customer service skills
- Data entry skills, at least 50WPM
- Ability to work in a team environment

Benefits:

- Paid Weekly
- \$500 Completion of Training Bonus, paid at season end (typically end of May)
- End of Season Bonus accumulated through hours worked, paid at season end (typically end of May)
- Employee recreation room with massage chairs, regular team activities, free monthly lunch, and birthday cake.
- Overtime opportunities

Studenttreasures.com

Studenttreasures, LLC, 1345 SW 42nd Street, Topeka, KS 66609, p. 800.867.2292 f. 800.862.2297



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Job Types:

- Full-time – Temporary

A fun work environment, with a management team that cares. Core work hours available are 7:00 a.m. – 5:30 p.m. Overtime hours may be offered.

To apply, email bmartin@studenttreasures.com with your resume and cover letter.

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