

4 The Office

A Division Northeast Print Supplies & Equipment

457 North Main Street Pittston, PA 18640

Toll Free: 1-866-710-2679 Toll Free Fax: 1-866-716-0447

Email: info@4theoffice.net Website: www.4theoffice.net

Position: Part-Time Administrative (20-25 hours per week)

Location: Pittston, PA

4 The Office a Division of Northeast Print Supplies, one of the fastest growing Office Equipment and Supply Companies in Northeast Pennsylvania is currently seeking to fill a Part-Time Administrative position.

Primary Responsibilities

- Answering Phones, Monitoring Email and Assisting Customers with Order Placement within our Online Store
- Filing, Organizing and Processing Paperwork and Program Fileles
- Willingness to learn about our Catalog which offers over 40,000 office supply items and how to quickly reference it when required.
- Required Hours will be Mon-Fri from 8:00 am to 12:00 pm (20-25 hours per week)

Qualifications

- Prior Customer Service and problem solving skills required.
- Excellent written and verbal communications skills.
- Computer, internet and Microsoft Office Products (Primarily Word & Excel) experience.

Compensation and Benefits

- Hourly Pay commensurate with experience. (20-25 hours per week)
- 5 Paid Vacation Days per year to start.
- Opportunity for advancement to other positions or Full-Time employment based upon performance.

Contact Information

Please forward you resume to info@4theoffice.net or call 1-866-710-2679 to schedule an interview.

