



Job Title:	Lead Production/Customer Service Representative	Job Category:	Supervisory
Department/Group:	Carmel Cleaners	Job Code/ Req#:	
Location:	Scottsdale	Travel Required:	
Level/Salary Range:	Hourly (based on experience)	Position Type:	Full Time
HR Contact:	Click here to enter text.	Date posted:	January 10, 2017
Will Train Applicant(s):	Yes	Posting Expires:	N/A
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
FAX OR E-MAIL: kim@carmelcleaners.com Subject Line: Customer Service Lead Attention: Kim Weller		MAIL:	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Immediate opening for an outgoing, friendly, upbeat and high energy Lead Production/Customer Service Rep. at our state of the art, high tech. dry cleaning operation. In Scottsdale Arizona.</p> <ul style="list-style-type: none"> • Spot-treating and processing of dry cleaning/laundry • Maintenance of equipment • Order Entry • Tagging of clothes • Bagging/Racking • Supply ordering • Inspection for Quality • Store opening/closing • Scheduling • Professional handling of Customer Service in person and via phone <p>Must have:</p> <ol style="list-style-type: none"> 1. Good Communication Skills – written and Verbal. Fluent in English (bi-lingual Spanish a plus) 2. Professional Appearance 3. Good attention to detail 4. Be Proficient with computer and a quick study with new software programs. 5. Ability to stand, stoop, bend, lift up to 15 pounds 6. Flexibility with schedule 7. Sense of urgency to complete tasks and meet deadlines 8. Dependability 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS

3 YEARS OF PRODUCTION/CUSTOMER SERVICE EXPERIENCE IN A FAST-PACED SERVICE BASED INDUSTRY. HIGH SCHOOL DIPLOMA OR EQUIVALENT.

PREFERRED SKILLS

Supervisory experience in the Service Industry preferred.

ADDITIONAL NOTES

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	