



Customer Service – Inside Sales Representative

Full Time Position – Sports Team Sales Company – Lawrence, Massachusetts
(Located next to Lawrence Vocational High School)

We are a small family business that does embroidery and screen print on Sports uniforms for New England Colleges, Universities, High Schools, etc..

Currently seeking young talent with a strong commitment to detail and capable of multi-tasking. This is a great opportunity to grow with our Company. Willing to train the right individual.

Qualifications:

- Attention to detail and accuracy a must
- Proficient in Microsoft Office, Excel, Word, or Outlook a PLUS
- Good Interaction and Communication skills

Duties and Responsibilities:

- Preparation & Data Entry of Sales Orders
- Maintain proper documentation
- Research and Address Customer issues
- Communicate and work well with co-workers

Required Experience / Education:

- Requires High School Diploma or equivalent

Compensation:

- \$15+ Starting Pay
- Health, Dental , 401(k), Vision, Vacation, Holiday & Sick Time

Contact Kelly at 978-918-7051 or send Resume to kellyv@ptsteam.com