



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #1957

**Job Posting Date:** 3/8/2019

**Employer Information:** Post Up Stand  
**Contact:** Ms. Carol Reiff  
14300 North Industrial Ave.  
Maple Hts., OH 44137  
**Phone:** 216-539-9344 **Ext:**  
**E-mail:** carol.reiff@postupstand.com

**Main Business:** Custom Printed Signs and Trade Show Displays

**Job Title:** Customer Care Expert

**Full/Part-time:** Full-Time **Job Hours:** 10am - 6pm Mon-Fri

**Job Duties:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, which include the following:

- Answer the majority of incoming calls
- Communicate with clients via email/telephone/live chat
- Provide product and service information
- Maintain customer relationships
- Process "hardware only" and "drop-ship" orders
- Process sample packet requests
- Update the "Do not Mail" list
- Act as a receptionist to showroom visitors and demonstrate products
- Work closely with other team members and assist others as needed
- Other duties as assigned

**Compensation:** \$12.00 hour

**Special Notes / Additional Information:**

WE OFFER:

- Casual dress code
- Paid half-hour lunch breaks

**PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION**

- Six paid holidays a year
- Paid vacation after one year
- Low cost medical/prescription benefits for the employee
- Company-paid life & dental insurance for the employee
- Flexible Spending Account w/Debit Card
- 401k, with an immediate company match and vesting
- Pride in working for a company making products here in OHIO

**How to Contact:** E-mail resume

**Seeking:**

Adult /Job Seeker

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