



Lake Restoration, Inc.

12425 Ironwood Circle
Rogers, MN 55374

LakeRestoration.com
(763) 428-9777 Phone
(763) 428-1543 Fax

SERVICE SUPPORT INTERNSHIP

JOB PURPOSE:

Assist the Lake Restoration Service Coordinator in preparing DNR permit applications and records for our service department.

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare DNR Permit Applications accurately and timely
- Assist in notifying the DNR and service customers
- Entering of sales orders, receive payment or process credit card transactions
- Assist customers on incoming phone calls
- Interoffice correspondence between sales, service and marketing departments
- Assist Service Coordinator in setting up treatment books
- Adhere to company policies
- Assist in direct mail campaigns, e-newsletters, invoicing
- Performs other related duties and assignments as required. This may include assisting customers with product selection, by phone or in-store.

POSITION REQUIREMENTS:

- High school diploma or equivalent
- 1 or more years of experience in sales or retail setting preference
- Strong work ethic.
- Strong interpersonal and oral communication skills.
- Initiative and ability to accomplish tasks without direction.
- Strong problem solving and troubleshooting skills.
- Must have 10 key and cash register skills.

OTHER (e.g., customer contact or access to confidential information): This position requires a flexible schedule to accommodate our hours of operation. Evening and weekend availability is required. The ability to handle multiple tasks and to prioritize their importance is required.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS: This position is based in a retail setting but may include an office area. It will involve both working alone and collaborating as part of a team. Position is seasonal with FT/PT hours with possible overtime.

EQUIPMENT/MACHINERY USED: Office equipment such as fax, copier, telephone and postal equipment. Personal computer, MS Office products, Sage software products and other software may be utilized.

PHYSICAL DEMANDS: This position may require frequent lifting of up to 50#

COMPENSATION: hourly wage and overtime.

WORK WEEK: The hours range from 35 to 40 hours per week.

PLEASE SEND RESUME AND COVER LETTER TO:

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Fax: 763-428-1543

Email: LRmail@LakeRestoration.com

Website: LakeRestoration.com