



Lake Restoration, Inc.

12425 Ironwood Circle
Rogers, MN 55374

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

CUSTOMER SERVICE INTERNSHIP

Lake Restoration in Rogers, MN is looking to fill multiple seasonal Customer Service Internship positions. Your time will be split between assisting customers on the telephone or chat and working in the retail store and our office area. It will involve working alone and collaborating as part of a team. The work environment is fast-paced. Ability to keep on task is a must.

This position is full time, seasonal, with occasional overtime. The job will start shortly after the school year ends and will end in early August.

REPORTS TO: Marketing and Sales Manager

SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist customers in purchasing decisions in a face-to-face retail setting, via telephone or online chat
- Data entry of online and telephone product orders
- Maintain paper files
- Operate a cash register and credit card device
- Daily Deposits
- Assist in coordinating various marketing methods including direct mail campaigns, e-newsletters, blogging, monthly contests and sales efforts as needed

POSITION REQUIREMENTS:

- Education – High school diploma or equivalent
- Responsible with strong work ethic
- Strong interpersonal written and oral communication skills
- Initiative and ability to accomplish tasks without direction
- Must have strong PC skills and ability to work with Microsoft products
- Adhere to company policies

OTHER: This position requires the ability to meet deadlines, thus a flexible schedule is necessary. Evening and/or weekend hours may be required. Must meet attendance standards. The ability to handle multiple tasks and to prioritize their importance is required.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS: This position is based in an office area. It will involve working alone and collaborating as part of a team. The work environment is fast-paced. Ability to keep on task is a must. This position is full-time, seasonal, with occasional overtime. Ability to lift 50 lbs.

EQUIPMENT/MACHINERY USED: Personal computer, all MS Office products, Sage software products and other office equipment including fax, copier, telephone and postal equipment.

PHYSICAL DEMANDS: This position may involve lifting up to 50#. Repetitive typing and sitting for periods of time.

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