



Lake Restoration, Inc.

12425 Ironwood Circle
Rogers, MN 55374

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

DATA ENTRY/CUSTOMER SERVICE SUPPORT INTERNSHIP

JOB PURPOSE:

Ensure accurate and timely fulfillment of product orders placed by phone or online. 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 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:

- Enter sales orders, receive payments and process credit card transactions.
- Assist customers with package tracking or shipping notifications
- Work with customers via email, phone or chat
- Maintain paper files of product orders.
- Assist Service Coordinator with preparing and updating field service books, and notifying customers of treatments
- Interoffice correspondence between sales, service and marketing departments
- Adhere to company policies.
- Performs other related duties and assignments as required. This may include assisting customers with product selection, by phone or in-store.

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.

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