



## Customer Service / Order Entry

Skinner & Kennedy Co., Inc. is an established Promotional Products supplier located in St. Louis, MO. We are a family owned and operated business that has stood the test of time....we've been in business for 118 years! Due to the upcoming retirement of one of our long time employees we have an opening for an experienced Customer Service representative at our St Louis, MO office/plant location.

### Required Qualifications

- Minimum 2 years of Promotional Products industry experience – preferably in a customer service roll
- College degree preferred
- Excellent customer service skills
- Superior communication ability
- Detail oriented
- Maintain superior accuracy while multitasking
- Computer skills at a moderate level – Word, Excel & Outlook
- Knowledge of Adobe Illustrator, InDesign & Photoshop a plus

### Responsibilities Include

- Responding to inbound customer communications via phone, e-mail and fax
- Make outbound calls to customers to resolve issues
- Receive, edit and accurately enter incoming customer orders
- Evaluate incoming artwork
- Communicate with customers and production staff to ensure orders are produced accurately
- Provide administrative support when needed
- Perform other incidental duties as assigned.

### Compensation Includes

- Competitive pay
- Benefit package includes medical, dental, 401K, paid vacation and holidays.
- Full training and support