

Job description:

- **Company:** Pak & Page
- **Website:** <https://www.pakandpage.com>
- **Location:** 40108 Highway 49 Suite C Oakhurst, CA 93644-8954
- **Position Type:** Part time

About Us: Pak & Page is a family-owned & operated Authorized Shipping Outlet for UPS, FedEx, and USPS, as well as a craft and print shop.

We offer printing, faxing, scanning, laminating, design, packing, shipping, and notary services.

We are seeking a motivated individual to join our team as a customer service assistant for long-term employment.

Responsibilities:

- Provide accurate information regarding shipping options, rates, and delivery times
- Adhere to safety and shipping guidelines while efficiently and accurately packing items
- Generate shipping labels, documentation, and invoices using company software systems
- Assist customers with copying, faxing, scanning, and emailing documents for printing
- Register sales by ringing up items and totaling customers' purchases
- Accurately count and open/close the cash drawer each day
- Restock merchandise and office supplies daily
- Receive mail and packages into the appropriate mailboxes and software systems
- Create and process passport photos
- Create and design business cards, brochures, mailers, and cards for customers
- Maintain a clean working environment

Qualifications:

- High school diploma or equivalent
- Exceptional customer service skills and professional demeanor
- Strong attention to detail, organization, and time-management skills
- Self-motivated and able to work effectively under minimal supervision
- Excellent communication skills, both written and verbal
- Able to multi-task, prioritize, and work efficiently in a fast-paced environment

- Positive attitude, team-oriented mindset, and ability to adapt to evolving processes
- Basic knowledge of Microsoft Office/Google Workspace
- Understanding of general computer applications and ability to learn new software as needed
- Familiarity with shipping carriers, rules, and regulations is helpful, not required
- Valid Notary certificate a plus
- **Ability to lift 25 lbs., reach, bend, lift and stand for long periods of time**

Application Process:

Please submit your resume outlining your relevant experience.

Applications can be sent to pakpage68@gmail.com with the subject line "Pak & Page Job Application."

Pak & Page is an equal-opportunity employer.

We value diversity and welcome and encourage applications from candidates of all backgrounds

Job Type: Part-time