Established in 1989, Amerikal Products Corporation is a manufacturer of environmentally safe chemicals and equipment for the printing industry. Great work environment, great people and great benefits. The position we are looking to fill is in the area that markets and sells a product called Genesis 950. The website is genesis950.com.

**Position title and Job Requirements**

**Customer Service/Office Assistant**

- Detail oriented
- Microsoft Office
- Good computer skills - verbal and written
- Some accounting skills
- Ability to work within a team
- Creative thinker
- Flexibility
- Familiar with Amazon Seller Central and UPS World Ship would be helpful

**Responsibilities**

- Customer service – phone/email
- Assist in Marketing projects
- Clerical Filing/order processing
- Assist in social media, projects and assignments

- Work hours: 8am-3pm or 8am-5pm (to be discussed)
- Hourly pay: $17.00 to $19.00
- Casual Work environment

**To apply send resume to:** LSD@amerikal.com