

SEND IT

Shipping & Customer Service Specialist



APDesignPro.com

AP Design is a marketing company that specializes in signs, decorated apparel, vehicle wraps, promotional items and awards. Our sister company, Send It, specializes in shipping packages for customers throughout the region via UPS, FedEx, USPS, Speedee & DHL. We pack and ship a wide variety of items and help customers choose the best options for their shipment. Headquartered at 501 South Highway 23 in Marshall, MN, Send It is located in the AP Design showroom and production facility. The company is in its 34th year of business, and under new ownership. Every day at AP Design is fun and rewarding! This is a full-time position, no evenings or weekends. Hours are 8:30 AM-5:00 PM (30 minute lunch).

Duties Include:

- Engage in friendly conversation with customers.
- Process customer transactions at the cash register in an efficient and friendly manner.
- Provide customers with shipping rates and options.
- Package customer shipments safely and securely.
- Assist shoppers in the showroom with questions.
- Answer and direct phone calls and non-shipping inquiries.
- Open and close cash register daily.
- Other duties as assigned.

Required Skills:

- Attention to detail required.
- Must be able to read, understand and follow instructions.
- Ability to learn to utilize computer software.
- No shipping experience required – training provided.
- Must be able to lift up to 50 lbs.

Benefits:

- Health Insurance
- Vacation Pay
- Personal Day Pay
- Employee discounts
- Fun company culture

Send resume to: Nick Schwarz | nick@apdesignpro.com



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