

Customer Service/ Sales Assistant

GateHouse Media, the parent company of the Daily Record and the Times-Gazette newspapers and websites, has an immediate need for an entry-level customer service representative/ inside sales assistant. Primary responsibilities include taking inbound calls, handling customer service requests, and assisting the inside sales staff.

What we're looking for:

- proven success, preferable 1-2 yrs. customer service experience
- excellent phone and interpersonal skills
- excellent computer skills and the ability to learn new software quickly
- type 40wpm or better
- motivated; disciplined and organized

Day shift. No weekend hours.

We offer a competitive salary plus commission, opportunity, 401(k) program and medical/dental benefits.

If you feel you are a good fit for this position, apply today!

Send your resume including phone number and email address to: bmiles@the-daily-record.com

I'll contact you to discuss how your skills can benefit our inside sales department!