



Office Help Wanted

Primary job responsibilities:

Assist customers on the phone and in the store with taking ads, subscription orders and purchases. Resolve issues promptly and professionally. Direct customers to appropriate personnel for service. Assist with store product. Fill in for when other staff are unavailable.

Qualifications:

Comfortable using office machines and computers. Be an excellent communicator with a positive, patient attitude. Have strong problem-solving skills and able to handle multiple tasks. Be a team player who takes ownership and stays calm under pressure. Be detail oriented and organized. Cash-handling experience helpful.

Apply at or send resume to:



Inter-County Cooperative Publishing Association

P.O. Box 490 • 303 Wisconsin Ave. N.

Frederic, WI 54837

715-327-4236 • fax 715-327-4870

kimtalmdage@iccpawi.com