

Receptionist + Customer Service

Job Details

Job Type: Full-time

Pay: Hourly

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m. (may vary)

Job Summary

Homecrest Outdoor Living, LLC is seeking a Receptionist to join our customer service team! In this position, you will manage the front desk reception area and assist with customer service duties. Apply today if you are reliable and possess great communication skills!

Competitive starting wage with a full benefit package, paid time off, and opportunities for advancement!

About Homecrest

Located in Wadena, MN, Homecrest Outdoor Living, LLC is a leading manufacturer of outdoor furniture. Since our founding in 1953, our goal has been to enhance our customers' outdoor living experience by producing quality furniture that lasts for decades. In fact, many of our vintage wire collections from the 1960s are still in use today. If you are passionate about loving life outdoors, we want you on our team!

Job Duties

- Manage the front desk reception area by greeting guests and directing them to the appropriate individual
- Answer incoming calls on multi-line phone system and respond to voicemails
- Input accurate customer order data regarding pricing, individual order instruction, and product ordered
- Assist in the communication or internet inquiries generated from the Homecrest website
- Provide follow-up of dealer, sales rep, and consumer contact to avoid delays for both internal and external customers
- Update customer masters
- Implement and update pricing
- Keep facilities, materials, and work area clean and orderly; perform other duties as assigned

Requirements

- High school diploma or GED equivalent
- Experience using Microsoft Office programs, including Excel, Word, and Outlook
- AS 400 experience preferred
- Ability to use multi-line telephone, fax machine, and copy machine
- Maintain regular and predictable attendance

Benefits

- 401(k) matching
- Dental, health, life, and vision insurance
- Paid time off

How to Apply

Click [here](#) to download the pdf application and email it to hr@homecrest.com, fax it to **218-631-2609** with **Attention: Human Resources** or **drop it off** at our Wadena location at **1250 Homecrest Ave, Wadena, MN**.