Helix Lateral Trainers

**Hiring Part-time Customer Service!**

Interested in someone who has good communication skills, shows understanding, kindness and can balance the demands of the customers with the demands of business interests. The ideal candidate needs to feel comfortable with administrative stuff and computer programs that are used for customer service. Desired qualification would be someone who understands mechanical stuff and doesn’t feel shy about taking things apart to repair them.

**Job Duties:**

* Responding to customers by email, recording actions and issues in Zoho Desk (customer service system)
* Work in Shopify.com to note order status, process refunds, etc.
* Process credit card payments in PayTrace

**Schedule & Requirement**

Start with 10 hours/week and later moving up to 20 hours/week.

$16/hour

Requires a laptop for customer email, phone to talk to supervisor, strong internet connection

**Applicants to send resume by email to**

Bob Baumgartner, [bob@helixco.com](mailto:bob@helixco.com)

revised 07/08/2020