



**Position:** Branch Support (Atlanta Branch)

<b>Location:</b> Lithia Springs, GA
<b>Reports to:</b> Atlanta Branch Manager
<b>Classification:</b> Full-Time/Non-Exempt
<b>Schedule:</b> Monday through Friday, 9:00am to 6:00pm

Advantage currently seeks Branch Support to assist with branch operations and to provide exceptional customer service at its Atlanta branch location. Primary job functions would include assisting walk-in customers of the branch, answering incoming customer calls and processing orders, packing and preparing orders for shipment, and receiving incoming products and materials. This individual reports to the Atlanta Branch. This is a full-time, hourly position. Hours would generally be 9:00am to 6:00pm, Monday through Friday.

**Primary Job Duties:**

- Wait on walk-in customers; process payments and load customer purchases, if necessary
- Promptly answer incoming calls and process customer orders using computer system
- Assist customers in product selection decisions
- Provide customers with material quotes
- Update database with current customer information
- Pack and prepare customer orders for shipment
- UPS/FedEx software is to be understood and used effectively
- Receive incoming products and materials
- Load and stock warehouse shelves from vendor shipments, record for inventory tracking
- Process product returns
- Tape cutting
- Reroll vinyl products
- Maintain petty cash box
- Keep the branch and warehouse clean and safe
- Perform other related duties as required

**Skills Required/Physical Demands:**

- Computer proficiency
- Attention to detail for processing customer orders
- Ability occasionally lift up to 85lbs.
- Ability to regularly lift up to 40lbs.

- Standing up for 4 hours at a time

### **Education and/or Experience**

- High School Diploma
- 1-2 years customer service experience required
- Some college or college degree preferred
- Spanish language proficiency preferred

### **Work Environment**

- Warehouse
- Some office

Interested applicants please submit a cover letter and resume via email to [HR@advantagesgs.com](mailto:HR@advantagesgs.com) or by fax to 616-656-8103.

### **Equal Opportunity Employer**

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