



## **Customer Service/Sales Representative**

**Part-Time Position** (17 hours/week)

**About the Role:** We are seeking a friendly, reliable person to join our small wind bell business in Waldoboro as a Customer Service/ Sales Representative.

### **What You'll Do:**

- Interact with customers via phone, email and online platforms to provide information, take orders and maintain a positive customer experience
- Process payments and enter orders into the shipping queue
- Make outbound calls to wholesale clients to obtain orders/re-orders
- Maintain accurate customer account records including documenting disposition of outbound calls
- Assist with various administrative tasks

### **What We're Looking For:**

- Computer skills required (email, internet, simple data entry)
- Strong communication and listening skills
- Personable and patient communication style
- Willingness to learn about our products and customers
- Comfortable making outbound sales calls

- Flexible approach to varying daily tasks
- Reliable and punctual

**This position requires sitting for most of the workday talking on the phone in front of a computer screen with minimal physical activity.**

**What We Offer:**

- Competitive hourly wage
- Consistent part-time schedule with potential for additional hours during busy seasons
- Flexible scheduling to work around your needs
- Small, supportive team environment
- Work with unique, handcrafted products that customers love

**Perfect For:**

- Someone seeking stable part-time work as their main job
- Parents, students or others who need flexible but reliable income
- Anyone interested in learning e-commerce and small business operations

**Ready to Apply?** Email us at [info@northcountrywindbells.com](mailto:info@northcountrywindbells.com) with a brief note about yourself and why you are interested in this position.

