



## **SC Staffing & Consulting**

[www.siconsultingllp.com](http://www.siconsultingllp.com)

[resumes@siconsultingllp.com](mailto:resumes@siconsultingllp.com)

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### **Customer Service Assistant**

Our client, a luxury fashion brand located in center city Philadelphia, seeks a Customer Service Assistant reporting to the Marketing Director.

This entry-level position requires strong communication skills and an outgoing, friendly personality to join a team of passionate and motivated professionals in a small business setting. This is a full time, temporary to possible permanent position.

#### Requirements:

- Working knowledge of Microsoft Office.
- Great communication skills and outgoing personality.

#### Responsibilities:

- Serve customers via phone and email for product details, quotes, specials orders, job tracking, customer concerns, invoicing, and payments.
- Greet in-person customers and guests following established security procedures.
- Assist in office maintenance to ensure it is always presentable.
- Assist in ongoing office projects such as data entry, reports, event preparation, filing and scanning.
- Use software to assist with accounting, product tracking, and payment processing.

Please send your resume to [resumes@siconsultingllp.com](mailto:resumes@siconsultingllp.com).

### ***About SC Staffing & Consulting***

SC Staffing & Consulting is a strategic staffing and consulting company with over 60 years of experience. We have been in business since 2007, providing flexible expertise with a high degree of personal integrity and thoroughly trained staff.

We offer full recruitment services to businesses, governments, and other institutions, providing long-term temporary solutions and temp to perm solutions. Our professional resumes target job specifications and demonstrate experience in a compelling manner. Our internal employees have a staffing background with experience handling the full-cycle recruitment process from first interview to hire to successful job performance. Partnering with project leaders and hiring managers we ensure a positive outcome.