

FISHER HAWAII
OFFICE PRODUCT WAREHOUSE & WHOLESALE CLUB
KAKA'AKO • DOWNTOWN • MAPUNPUNA

CONTRACT SALES - ORDER ENTRY CLERK - FULL TIME & PART-TIME

Job Description:

- Create accurate computerized sales orders
- Input walk-in customer orders
- Assist Order Puller
- Provide assistance with inquiries and quotes

Required Qualifications:

- Able to lift 25 lbs.
- High School graduate or equivalent

Preferred Qualifications:

- Knowledge of word processing and spreadsheet or willingness to learn;
- Prior experience in retail or customer service;
- Ability to work under minimal supervision;
- Attention to details with great follow-up skills;

Work Hours:

- 40 hours/week;
- Flexible schedule from 8:30am to 6:00pm, including weekends
- Part Time, hours flexible.

Compensation:

To Be Determined

Benefits:

- Paid HMSA medical, prescription, dental, and vision Insurance
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Participation in 401K

PLEASE SUBMIT YOUR RESUME.