Order Processing/Customer Service
Back - up
11:30 - 8:00 PM

Description
Littleton Coin Company is a family owned and operated business with over 70 years of strong steady growth. We are an industry leader in the collectibles field providing coins, paper money and related supplies to collectors worldwide. We employ over 300 people in a comfortable, modern facility. Rated as one of the best small towns in the country to live in, Littleton is in the heart of New Hampshire’s scenic White Mountains, one of the premier four season vacation and recreation areas in the country.

As a mail order company, we receive a large volume of mail every day. An Order Processor will accurately and efficiently place requests and process returns. They also make sure customer's accounts are up to date and accurate. While on the phone, they provide friendly service when placing orders and responding to questions and concerns.

Other skills that are required are an average typing speed of 60-80 wpm at 97-98% accuracy, strong customer service ability, strong multi-tasking capability, dependability, good vision and detail oriented. The position is an evening shift (11:30 to 8:00).

Benefits Offered
Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Tuition Assistance, Flex-Time, 401K, Paid Time Off

Starting Pay: $ 9.14/Hour
Hours 11:30 AM - 8:00 PM

How do you apply?
Person: 1309 MT. Eustis Road, Littleton, NH 03561
Online: http://www.littletoncoin.com

Minimum Typing Speed 40+ Words per minute