Order Processor Homeworker

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.

Accurately and efficiently processes customer transactions including order entry, returns and sending of next approval and continuity program selections. Order Processor Homeworkers perform customer searches, creation of new accounts and maintenance of existing accounts. This is a home based position.

Qualified applicants will have a high school diploma or equivalent, and the ability to maintain high productivity and quality standards in an independent work environment. You will need 20/20 corrected vision, basic math knowledge, PC experience including business software, above average keyboard skills (60-80 wpm at 97-98% accuracy), legible handwriting and good interpersonal skills.

Starting Pay: $ 8.82/Hour
Part Time, Day, Hourly

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