



Are you a dynamic, multi-tasking guru with a dash of customer service and logistics skills? If so, our small business is on the hunt for an Office Support Specialist who can wear multiple hats and keep our support operations running smoothly.

As our Office Support Specialist, you'll handle a variety of tasks, from shipping and receiving products to processing online orders and managing inventory. You'll also be the friendly voice on the phone, assisting customers with their inquiries and providing top-notch customer service. On occasion, you will assist customers with layaway payments and custom order completion.

In this role, you'll need to be organized, detail-oriented, and able to prioritize tasks and orders. You should have excellent communication skills, both written and verbal, and be comfortable using technology to manage our inventory and order processing systems.

If you're a self-starter with a can-do attitude and a passion for helping people, we want to hear from you!

Responsibilities:

1. Process incoming and outgoing shipments, ensuring accuracy and timely delivery.
2. Manage inventory levels, creating purchase requests as needed to maintain stock levels.
3. Assist customers with phone inquiries, providing accurate information and resolving issues.
4. Maintain a clean and organized work area, ensuring an appropriate appearance at all times.
5. When needed, greet walk-in customers, answer their questions, and help them find the products they need.

Qualifications:

- Excellent communication and interpersonal skills
- Ability to multitask and prioritize tasks effectively
- Familiar with Google Workspace and other relevant software
- Ability to lift and move heavy boxes (up to 20 pounds)
- Previous experience in office support, customer service, firearms, and/or logistics is a plus

Perks:

- Flexible schedule, task oriented
- \$17/hr
- Employee Discount Plan
- Six paid holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)
- PTO accrual after 6 months of employment

If you're ready to join our small business and make a big impact, we want to hear from you! Please send your resume to jobs@sigwo.com. If hired, YOU WILL TAKE DRUG TEST AND MUST PASS! We know it's legal in Missouri but we must adhere to federal statutes.