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JUNIOR CUSTOMER SERVICE COORDINATOR

- Entry level position.
- Detail & Task oriented.
- Moving experience, a plus, but not necessary.
- Customer Service experience a plus, but not necessary.
- Proficient in Microsoft Office Suite (Excel, Word, etc.).
- Good written and verbal communication skills.
- Schedule: 8 a.m. – 5 p.m. Monday thru Friday
- Our goal is for this person to move into a full-time coordinator role.
- Pay Range: \$10-12/hour
- Someone who can work independently without being micromanaged.