



# Lake Restoration, Inc.

12425 Ironwood Circle  
Rogers, MN 55374

LakeRestoration.com  
(763) 428-9777 Phone  
(763) 428-1543 Fax

## ORDER CLERK/DATA ENTRY

### JOB PURPOSE:

Ensure accurate and timely fulfillment of product orders placed by phone or online. It will involve working alone and collaborating as part of a team. The work environment is fast-paced. Ability to keep on task is a must. This position is full time, seasonal, with occasional overtime.

### SUMMARY OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Data entry of online & telephone product orders.
- Process credit card transactions.
- Package tracking.
- Notification of order shipment.
- Email or other notification per customer's specific restrictions.
- Maintain paper files of product orders.
- Assist online customers via "live chat".
- Adhere to company policies.
- Performs other related duties and assignments as required. This may include assisting customers with product selection, by phone or in-store.

### POSITION REQUIREMENTS:

- Education – High school diploma or equivalent
- Responsible with strong work ethic
- Strong interpersonal written and oral communication skills
- Initiative and ability to accomplish tasks without direction
- Must have strong PC skills and ability to work with Microsoft products
- Adhere to company policies

**OTHER:** This position requires the ability to meet deadlines, thus a flexible schedule is necessary. Evening and/or weekend hours may be required. Must meet attendance standards. The ability to handle multiple tasks and to prioritize their importance is required.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS:** This position is based in an office area. It will involve working alone and collaborating as part of a team. The work environment is fast-paced. Ability to keep on task is a must. This position is full-time, seasonal, with occasional overtime.

**EQUIPMENT/MACHINERY USED:** Personal computer, all MS Office products, Sage software products and other office equipment including fax, copier, telephone and postal equipment.

**PHYSICAL DEMANDS:** This position may involve lifting up to 50#. Repetitive typing and sitting for periods of time.

**COMPENSATION:** hourly wage and overtime.

**WORK WEEK:** The hours range from 35 to 40 hours per week.

**PLEASE SEND RESUME AND COVER LETTER TO:**

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Fax: 763-428-1543

Email: [LRmail@LakeRestoration.com](mailto:LRmail@LakeRestoration.com)

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