



**COMPANY NAME:** Arizona Industries for the Blind

**JOB TITLE:** Customer Service Specialist

**JOB DESCRIPTION:**

Engage to build relationships with our customers-military personnel to provide excellent customer service by inquiring about their needs, providing product information, providing quotes, and completing transactions at the Point of Sale.

Key Duties:

- Provide a clean, neat, and organized impression of the Base Supply Center.
- Accurately operate the cash register and all transactions.
- Maintain customers' invoices and payments.
- Monitor customers' orders and backorders.
- Research customers' requests and confirm quotes.
- Maintain the Base Supply Center (BSC) in a safe, clean, organized, and appealing manner.
- Ensure all received merchandise is promptly stocked or issued.

**SALARY:** \$13.00/hour

**APPLICATION QUALIFICATIONS:**

- Minimum age of 18
- High school diploma or GED
- Must pass a nationwide background check and drug screening successfully.
- Possess a valid government issued identification.T
- 2 years of retail experience to include good customer service skills, general cashier practices, and general merchandising.
- Ability to demonstrate positive interpersonal skills.
- Ability to read, write, and speak English.
- Ability to operate common office equipment.

**HOW TO APPLY:** Please email your resume to [HR@azifb.com](mailto:HR@azifb.com)

DATE: 5/16/2022

2797 E Ajo Way, Tucson, AZ 85713

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities