

## DATA ENTRY / CSR

Answering emails containing orders (using Gmail  
-Entering orders in company system (Oakstreet/Infocentral)  
-retail online store  
Charge orders thru our automated system  
Process the orders thru our automated system  
Answer phone for customers  
Answer emails from customer  
Filing  
Position is Full-Time Mon - Thursday 8:30 – 5pm  
Friday 8:30 – 4:00pm

For the first few weeks, 9:30 am until 5pm and 4pm on Friday.

Location: South Plainfield  
Salary-Hourly ~ \$13. Per hour

Please contact send resume and contact info to  
EOE

- **No Fees!!**  
Temp to Perm