

The Brickyard, Inc. is seeking a dependable Sales Associate/Office Assistant to join our team!

Business hours are Monday through Friday, between 7:00 a.m. to 4:30 p.m. with rotating Saturdays 8:00 a.m. to 12.00 p.m., during the busy summer season.

This position has a weekly work expectation of 40 hours with Paid Vacation/Sick Time & Simple IRA Benefits after employment qualifications are met. Wages are paid weekly.

In this position, you will assist in daily clerical tasks and sales activities.

For example, but not limited to:

- Answer the phone, take messages, and redirect calls to appropriate person(s).
- Organize and maintain files and records; update when necessary
- Create and maintain updated documents and spreadsheets
- Prepare outgoing mail (envelopes, packages, etc.)
- Operate office equipment, such as photocopier, printers, etc.
- Perform inventory of office supplies and order what is needed
- Welcome and greet customers as they enter the store
- Offer help and provide direct assistance to customers
- Process purchases and returns
- Handle customer complaints in a calm and professional manner
- Provide in-depth product knowledge, including features, benefits, etc.

Requirements and Qualifications

- High school diploma or equivalent
- Ability to effectively use and maintain office equipment
- Knowledge of Microsoft Office
- Outstanding communication skills
- Knowledge of QuickBooks Software
- Excellent organizational, time management skills in a fast-paced environment
- Experience handling basic office responsibilities
- Experience in customer service
- Excellent written and verbal communication skills
- Proficiency in MS Office
- Willingness to learn and to grow with the company

Please forward your resume to Nathan Leinweber, either by mail or email.

By Mail:

The Brickyard, Inc.
3352 S. Clement Ave
Milwaukee, WI 53207

By Email: thebrickyard@att.net