

CUSTOMER SERVICE REPRESENTATIVE

PIP Printing and Marketing Services, a growing and progressive full service printing company in Iowa City, Iowa, is seeking a Customer Service Representative.

PIP Printing in Iowa City is a 30 year old locally owned company and is a recognized leader in the use of state-of-the-art technology for design, reprographic and print needs.

PIP designs and produces creative and often complex products, including but not limited to, letterheads, envelopes, color brochures, newsletters, manuals, large format posters, business forms, booklets and other products needed in digital or print media. These products are 1 to 4 colors. PIP is a leading e-commerce provider including on-line ordering and graphic file transfers.

QUALIFICATIONS

- Experience in the printing business helpful
- Proficient in Microsoft Office
- Excellent telephone skills
- Knowledge of Graphic Design Software helpful
- Excellent math skills

JOB FUNCTIONS

- Inside sales/customer service
- Consult with customers and new prospects on project development
- Telemarketing to new and existing accounts
- Support outside sales team
- Prepare estimates and print orders
- Administrative duties to include filing, posting payments and daily close-out procedures

WE OFFER

- Hourly wage - \$10.00/Hr.
- Paid holidays and paid vacation
- Medical, dental and disability insurance
- 401K Match Program
- Comprehensive On-Going training and development
- Exciting and professional environment

To learn more about our company visit

www.pipic.com

To be part of our team please e-mail your resume and/or cover letter to:

dan@pipic.com

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