

## Order Processing Clerk (Seasonal/PT)

Are you looking for a part time/seasonal job to supplement your current income?  
Do you work evenings and are looking for a job in the mornings only?  
Do you work days and are looking for an evening job for additional income?  
Would you like to secure a regular part time seasonal job you can come back to every busy period to supplement your income?

University Readers is taking the college textbook publishing industry by storm! Come work with a 25-person entrepreneurial company that provides an E-Commerce publishing service loved by over 250,000 students around the country.

We're looking for a committed, hard-working, and hands-on **Order Processing Clerk** to process a large volume of e-commerce orders and to provide student customer service during our peak seasons. We are looking for individuals who would like to secure regular seasonal employment that allows you to continue to work with us every peak season.

**This position is Seasonal lasting 2-3 weeks with re-assignment at the beginning of each school semester/quarter (usually 1-2 month break in between depending on season). Need to fill early morning shifts, day or evening shifts.**

### Requirements:

- Order processing/data entry experience, some customer service preferred.
- Basic computer skills (Windows, Office, email, internet).
- Strong communication and professional phone etiquette.
- Detail oriented, organized and work well under pressure.
- Ability to work efficiently within a team environment.
- A positive can-do attitude!
- Available to work some Saturdays a huge plus.
- Must be willing to drop off packages at local post offices/Fedex locations
- Must be able to lift a 40lb. box
- Must have own transportation and proof of insurance

Start Date: Immediate

Compensation: \$9/hr.

For consideration, please e-mail cover letter, resume, available days/hours and the position to which you are applying in the subject line to [ryuan@universityreaders.com](mailto:ryuan@universityreaders.com).

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