



Customer Service Support Position – Available Immediately

Part-time, 10-20 hours a week

Waltham, MA

Job Description

Preserve is seeking a self-motivated and responsible individual to assist in a variety of tasks essential to the operation and success of our fast growing company. Hard workers with great attitudes and a sense of humor are encouraged to apply.

This is a part time position with a flexible schedule.

This hands-on position requires that the individual perform the following duties:

Online Store fulfillment – review orders and pack boxes for online store

Sample fulfillment – mail product samples and information to customers, partners and press

Phone support – answer and transfer calls

Projects – support customer service, sales and marketing departments with a variety of other projects

Job Requirements & Qualifications:

* High School diploma

* Fluency in English

*Basic understanding and proficiency with computers (email, internet, MS Word and Excel).

Candidate must be a team player that is flexible, thorough and able to work independently. Must be extremely well organized and show initiative in starting and following through on projects. Candidate must be physically capable to perform job functions including the ability to reach, bend, and lift 50 pounds.

Compensation: \$8/hour to start

In addition, the Preserve team pledges to offer plenty of high impact opportunities for you to contribute to and learn about the workings of our fast growing, mission driven company. Top contributors will be considered for future full-time positions.

About Preserve

Preserve is the leading maker of performance driven and stylish 100% recycled household products, including the Preserve toothbrush, razor, tableware, and the award-winning Preserve Kitchen line. Preserve is powered by the recycling efforts of individuals and companies collecting #5 plastic--such as yogurt cups and other common household containers--via Preserve's Gimme 5 program.

Preserve is located just outside of Boston in Waltham, MA, accessible by commuter rail and bus.



To Apply:

1. Email us at marketing@preserveproducts.com with the subject line "Customer Service Support Position".
2. Attach your resume to the email.
3. Include a cover letter or message in the body of the email that:
 - * Describes why you are the right person for the position
 - * Provides examples that demonstrate your qualifications

Please only submit PDF or MS Word attachments.

Incomplete submissions will not be reviewed. No phone calls please.

Thank you for your interest in Preserve!

For more information, visit www.preserveproducts.com.