

PDS Copiers • London, KY

Inventory Clerk/Dispatcher

PDS Copiers (London, KY) is looking for ...An Inventory Clerk/Dispatcher to assist in day-to-day activities in the office.

What you will be doing:

- Answering and dispatching service calls
- Handing overflow work from other departments
- Overseeing shipping and receiving duties
- Managing Inventory

Who you are:

- Excellent phone presence and interpersonal skills
- Strong written and verbal communication skills
- Ability to multitask, prioritize, and manage time effectively
- Articulate and professional
- Team Player: ability to work with others

Requirements and Hours:

- 18 years or older
- Proficient in all MS Office applications
- Office experience preferred
- Full Time Position 8am-4:30pm

This full-time position offers options for health benefits, including vision and dental, as well as retirement plans. Please email your resume to jamie.abercrombie@pdscopiers.com with *PDS Copiers - Dispatch Position* in the subject line by January 25th, 2022.