European Design
Opportunity

Job Description:

We are looking to add to the European Design team, the day to day tasks would include:

- Entering/ updating items on the website
- Preparing Orders
- Entering invoices
- Interacting with customers (assisting in sales)
- Preparing shipments

Required Skills:

- Organizational Skills
- Positive Attitude
- Microsoft Office
- Quickbooks (preferred but not necessary)

Contact:

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European Design

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WEBSITE   EMAIL   MAP