

## **FRemin Ventures, LLC**

**Position- Customer Service**

**Location: 1401 Schillinger Road N Semmes, AL 36575**

**Contact- Rocky Fremin 251.645.3591**

**Duration- Spring/Summer Semester Work Study**

**Time Requirements- Part time- Full time**

**Number of Openings- 1**

**Compensation- \$8.00/hr.**

**GPA Desired- 3.0 or better**

**Start Date- ASAP**

### **Job Description:**

**Provides support to Customer Sales/Service department.**

**Answers phones, filing, mail outs, possible social media responsibilities. Clerical responsibilities, excel worksheets.**

### **Qualifications:**

**Must have transportation**

**Must hold Junior or Senior status**

**Knowledge of Windows, Word Perfect, excel and computer skills**