

NOW HIRING!

 **SCHOLASTIC**

WALK INS WELCOME!!!

573.632.1500

WE HAVE THE FOLLOWING POSITIONS AVAILABLE

WAREHOUSE POSITIONS:

Seasonal Production Clerks

FULL-TIME HOURS, 1ST, 2ND & 3RD SHIFT starting @ \$14/hr!
PART-TIME HOURS – 9 A.M. – 2 P.M. & 6:00 P.M. – 10 P.M. \$16/hr!
Weekend shifts are available starting @ \$17/hr!
Material Handler / Order Clerks – 2ND & 3RD shift – Full time w/Benefits
Forklift Operators – All Shifts – Full time w/Benefits

ACCOUNT REPRESENTATIVE I – Full-time benefited position, 1st shift hours, - Main duties include - Taking inbound phone calls to assist customers with complaints, inquiries, requests, and taking payments. Making outbound phonecalls to a provided list of customers, who either have a payment due or is past due, and being the main point of contact of the assigned customers.

CUSTOMER SERVICE REPRESENTATIVE II – Full-time benefited position, 1st shift hours – Main duties include – Process orders, resolve customers concerns, data entry, and inbound and outbound phone calls.

SEASONAL ACCOUNTS RECEIVABLE CLERK II – work up to 10 months, 1st shift hours – Main duties include – Posting Book Club payments and performing accounts receivable duties into computer system.



SCHOLASTIC HUMAN RESOURCES

6325 STERTZER RD(off Algoa Rd) || JCMO

Drug test /Background check required - company paid - Scholastic is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.