

Sales Associate.

We are a restaurant equipment and supply company seeking a sales associate to sell our products. The ideal candidate should have good communication skills and be customer-service oriented.

This is a full-time or part-time position, on-site, to be decided upon discussion.

Primary Responsibilities:

- Process sales orders
- Assist customers with finding the products they need
- Organize/maintain sales shelves
- Be friendly to customers and a team player

Skills

- Experience with the food service industry is a plus, but we will train you!
- Bilingual English and [Chinese or Spanish] is a plus
- Work hard and be willing to learn
- A friendly personality with customer service focus

Job Types: Full-time, Part-time Salary range: \$16 to \$23

Please email resume to Cindy@winsupplyusa.com or call 212-431-1998

Office Clerk

We are a restaurant equipment and supply company seeking an office clerk to support the sales floor with administrative work. The ideal candidate should have attention to detail, be a good team player, and have basic computer skills.

This is a full-time or part-time position, on-site, to be decided upon discussion.

Primary Responsibilities:

- Data entry using Microsoft Excel & Word
- Answering, screening and forwarding incoming phone calls
- Perform other office duties such as filing and photocopying
- Assist manager with account receivable duties as needed
- Be a team player and work well with others

Skills

- Experience is a plus, but we will train you!
- Bilingual English and [Chinese or Spanish] is a plus
- Solid written and verbal communication skills
- Proficiency in Microsoft Office Suite
- Ability to be resourceful and proactive when issues arise
- A friendly personality with customer service focus

Job Types: Full-time, Part-time Salary range: \$16 to \$23

Please email resume to Cindy@winsupplyusa.com or call 212-431-1998