



Pungo Ridge, LLC is seeking full and part-time Retail Customer Service/Sales, Data Entry, and Shipping & Receiving positions for our e-commerce Web site and new retail store located in Virginia Beach, VA.

Candidates must be available to work Monday-Saturday from 9:00 am - 7:00 pm and Sunday 11:00 am - 6:00 pm for a total of 20-40 hours per week. Scheduling flexibility is a must, including weekends and some holidays.

Applicants should have previous customer service experience and a friendly demeanor. Solid phone and computer skills are required. You must be dependable, eager to learn, have attention to detail, ability to multi-task, neat appearance, and an overall magnetic personality.

Background check will be done on all potential candidates. All applicants will be tested on typing skills and various software programs to ascertain appropriate assignments to available positions.

Required qualifications:

- Minimum High School Diploma or GED
- MUST have 1 to 3 years of retail store or customer service related experience
- Proficient at typing and computer related tasks
- Ability to quickly learn new procedures and processes
- Knowledge of Western/Outdoor retail industry/products is a plus but not required ~ we will train in all product knowledge
- Knowledge of basic HTML, Web design and/or photo editing a plus

Primary duties include:

- Handling incoming sales and customer service calls
- Assisting with stock replenishment and general store projects as needed
- Inventory management and product merchandising
- Corresponding with customers and vendors
- Processing internet and phone orders
- Helping to maintain the visual appearance of the store
- Sharing in light housekeeping duties to maintain store cleanliness
- Using your time well, even when not serving customers

Compensation: \$8.00 to \$10.00 per hour, plus bonuses to start. Salary will commensurate with experience and skills. Initial probationary period of 30 days required. Annual employee evaluations performed for salary increase and promotion negotiations.

If interested in applying for any of the above positions, please [click here](#) to submit the application.