

PUNGO★RIDGE

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

Candidates must be available to work Monday-Saturday from 9:00 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.

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available		Social Security No.	Desired Salary
Position Applied for			
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date