



Job Title: Customer Service Rep
Date: 7/2010

Reports To: Customer Service Mgr

At OluKai, we build premium products for the ocean lifestyle. Our footwear is created using the highest quality materials and crafted into beautiful, functional and incredibly comfortable designs that reflect the spirit of the ocean lifestyle we all enjoy.

We are committed to creating quality products for our customers while leaving the smallest footprint possible on the planet. Our company philosophy is to be environmentally responsible as manufacturers and to pledge OluKai to actively support and work for a clean environment and a better quality of life.

Our customers and staff embody the connection that exists between people and the ocean, it is our Culture. We want to build a team of individuals who embrace this culture, and have a passion for providing premium products and service to our customers.

At OluKai, we want our name to be synonymous with Superior Customer Service. We are seeking an enthusiastic temporary Customer Service Rep that has the experience, know-how and drive to help us attain this vision.

Responsibilities:

- Enter orders / reorders / order maintenance / order adjustments/returns
- Track lost shipments as needed
- Work well in a team environment.
- Assist with new account setup/information from Sales Reps, assist with credit approval and preparation of new account files
- Daily filing and annual upkeep of files
- Other duties as assigned

Qualifications

- Full Circle experience a must
- Footwear and or Action Sports experience
- Ideal candidate has extensive customer service experience dealing with major accounts

- Proficient in MS Office, Outlook, and Excel
- Must be able to multi-task and work in a fast-paced environment
- Excellent written and verbal communication skills

Visit us at www.olukai.com. If interested, please e-mail your resume to HR@olukai.com with the subject line being that of the position you're applying for. Thanks for taking the time to consider a career with OluKai!

No headhunters or recruiters, please.
OluKai is an equal opportunity employer.