

JOIN OUR TEAM!

Customer Service Representative Sales Assistant Full-Time ' 40 Hours per Week ' Schenectady, NY The Daily Gazette News Group

The Daily Gazette is seeking a Customer Service Representative Sales Assistant to join our dedicated team at our Schenectady location. We're looking for a detail-oriented, courteous, and professional individual who thrives in a fast-paced environment.

Key Responsibilities:

Handle and process print and digital ads with accuracy and sensitivity
Provide exceptional customer service via phone and email.

Prior experience in customer service is a plus
Computer skills with MS Office is a must

Position Details:

Full-Time: 40 Hours p/wk.
Located at our Schenectady, NY office
Flexible scheduling options may be available

Requirements:

High attention to detail and strong organizational skills
Professional demeanor with polite and courteous communication skills

Pay Range: Based on Experience

Why Join Us?

As part of The Daily Gazette Family of Newspapers, you'll be working with a team that values integrity, community, and high journalistic standards. We offer a supportive work environment and opportunities for growth within our organization.

Equal Opportunity Employer

The Daily Gazette is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees

THE DAILY GAZETTE

www.dailygazette.com

When Credibility Matters