



Call Center Representative – Seasonal, Part-Time

Are you looking for a fun and flexible place to work while you earn extra cash for the holiday season? We are expanding our staff and will recruit several part-time call center representatives to provide superior service to our Guests. The schedule may include days and/or evenings and it requires a minimum of one weekend shift per week. Training sessions will be held in mid-October and the first week of November. Seasonal positions start in October may continue until February 2017.

Responsibilities:

- Assist guests with merchandise selection and order placement, resolve order discrepancies, update guests on shipping status
- Provide details on party packages/offering and schedule parties for guests
- Prepare and issue any follow-up, written guest communication
- Answer other general guest inquiries

Qualifications:

- Minimum of a high school diploma; an Associate or Bachelor's degree is preferred
- A strong ability to articulate and communicate clearly over the phone and in writing
- A minimum of one year customer service or retail work experience
- Proficiency in Microsoft Word, Outlook, and Excel
- A high level of enthusiasm and the ability to multi-task well
- Knowledge of Build-A-Bear® product and our brand is a plus!

Apply online @ <http://careers.buildabear.com/Careers.aspx>

Build-A-Bear Workshop has been named to the FORTUNE 100 Best Companies to Work for eight consecutive years! Come experience the difference!