

# **ORDER PROCESSOR APPLICATION PROCESS**

## **Requirements: (This is not a work from home position)**

- Live In Chicago Illinois - I have a home office in my basement of my home and your job will be on-site at my home office – there will only be 2 order processor positions available. (serious inquires only)
- Knowledge of Windows or Mac
- Excellent Communication Skills
- Down to Earth
- Knowledge of working a fax machine
- Knowledge of email processing
- Excellent Phone Voice

**We pay \$10.00hr**

**Bi-weekly**

**5hrs a day from 10:00am – 2:00pm Monday – Friday (No evenings/ No weekends)**

**25hours a week**

**\$500 check –If perfect attendance bi-weekly(straight forward)Independent Contractor( Responsible for own taxes)  
Monthly Cash Incentives**

**If you would like to apply please send resume to:  
recruitingcs3@gmail.com**