

Listing: Customer Retail Assistant

Petroleum Company has an immediate full time opening. Excellent customer service skills a must. Requirements include: answering billing questions, assisting in sales calls received, scheduling service calls as well as assisting in collections and account set ups. Previous petroleum experience and/or experience in a very busy office environment a plus. Applicant to also perform administrative/clerical tasks as assigned. Please send resume to: H.R. Manager, Confidential, P O Box 388, Guilford CT 06437.

*******An Affirmative Action/Equal Opportunity Employer*******

East River Energy, Inc.
Guilford, CT 06437