



SALES | SERVICE | RENTALS | TESTING

80 N. Charlotte Street
Pottstown, PA 19464

Office Help Position

Duties include but are not limited to:

- Make outgoing appointment service reminder calls and schedule the service
- Receive calls – schedule appts with the appropriate tech, take messages for items that you aren't able to handle
- Handle walk-in customers purchases- locate parts, write up and collect payment
- Handle walk-in customers with lab samples – collect required info, write chain of custody, label, invoice, collect payment
- File old invoices
- Light cleaning:
 - vacuuming
 - wiping shelves
 - wiping the bathrooms
 - emptying trash
 - Swiffer the hard floors (meeting room, bathrooms)
- Receive packages from UPS, FED-EX, etc. Check items in and put them away.

What's In Your Water? (610) 326-9803



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