

VICTORIAN TRADING COMPANY

Employment Opportunities

Victorian Trading Company, a national mail-order company based in Lenexa, Kansas, is seeking help in the Call Center, Wholesale Department and Warehouse.

WHOLESALE DEPARTMENT OPENINGS

WHOLESALE ASSISTANT - *PERMANENT POSITION*

Full-Time Monday – Friday, 8:30 a.m. to 5:00 p.m.

- Post A/R checks daily
- Process credit applications
- Assist with daily order entry
- Wholesale catalog inquiries
- Run and review various weekly & monthly reports
- Miscellaneous tasks on as needed basis

Must have excellent communication skills, both verbal and written. Previous phone/call center experience a plus! Must have experience in Microsoft Office. Proficiency in Word & Excel strongly desired.

CALL CENTER OPENINGS

CALL CENTER AGENTS – *SEASONAL POSITIONS*

Full/part time days, evenings and weekends. Call center is open 6 a.m. - 11 p.m.

We are looking for quality, experienced customer service representatives & call center agents to staff our Lenexa inbound call center. Must be reliable, motivated and have a great attitude. Starting pay is competitive.

WAREHOUSE OPENINGS

ORDER PICKERS & PACKERS - *SEASONAL POSITIONS*

Full-time days (7 a.m. to 3:30 p.m.)

Part-time evenings (5 p.m. to 11 p.m. - to start first part of November).

We are looking for exceptional full and part-time warehouse employees for our Lenexa Location.

Must have excellent attendance and motivation. We will train motivated individuals. Previous UPS, Fed-Ex, receiving and picking experience is a great advantage. Starting pay is competitive.

Qualifications for ideal candidates:

1. At least 18 years of age
2. High school diploma or equivalent
3. Able to understand and apply basic math
4. Stable work history
5. Able to lift 30 lbs consistently
6. Have at least 2 years of previous warehouse or distribution experience utilizing pick to pallet processes
7. Must successfully complete pre-employment testing and background check.

*Please fax or email resumes & completed applications to Sarah Rouchka
sarah@victorianpaperco.com - Fax: (913) 438-5255*

*If applying in person, please come by Monday – Friday between the hours of 9 a.m. & 4 p.m.
We are located 2 blocks west of Lackman Road, second drive past railroad tracks.
15600 W. 99th Street, Lenexa, Kansas 66219*