



## Bachmann Industries, Inc.

1400 East Erie Ave, Philadelphia, Pa 19124. Phone: 215.533.1600 Fax: 215.744.4699

### Open Position for Web Store Clerk

**Company:** Bachmann Industries, Inc.  
**Location:** 1400 East Erie Avenue  
Philadelphia, Pa 19124  
**Phone:** 215-533-1600 ext. 210

We are a small company seeking a permanent, full time Web Store Clerk. Computer skills are required and knowledge of model trains is a plus.

Job Duties include but are not limited to the following:

- Assist with maintaining and updating the Web Store section of our website.
- Provide excellent customer service. Ability to communicate well (both written and oral) with customers and with coworkers.
- Assist customers with placing orders via telephone and online
- Assist in organizing Web Store items for the department (i.e. sorting, labeling, stocking, etc.)
- Assist with picking, packing, and shipping orders on a daily basis

We provide a stable work environment with excellent benefits. Benefits include: fully paid medical, life, accident, and disability insurance for applicant; partially paid dental insurance; 401K Profit Share Plan; and paid vacation time.