

## Current Openings

TST IMPRESO is a Coppell based manufacturer and distributor of paper, ink, toner and other consumables; in addition, to one of the leading producers of custom label bottled water in the US. TSTIMPRESO distributes out of 15 nationwide locations, including five paper converting plants and two bottling operations. TSTIMPRESO has over 3,000 active customers in North America, ranging from large big-box retailers, national buying groups, to small-medium sized resellers.

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### Customer Service Representative<sup>[1]</sup>

#### Position Responsibilities

- Communicate with customers via phone, email and chat
- Data Entry, Order Entry, Quotes, DataSheets, Spreadsheets
- Provide knowledgeable answers to questions about product, pricing and availability
- Work with internal departments to meet customer's needs
- Work with customers to resolve product returns, shipping inquiries and order status questions

#### Position Requirements

- College Degree
- Familiar with Excel and Microsoft Outlook
- 3-5 years customer service experience

#### Benefits

- Paid vacation after one year
- 401K available
- Salary – up to \$15.00 per hour to start, depending on experience
- Medical, Dental, Life and Disability Insurance available

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### Administrative Assistant<sup>[2]</sup>

#### Position Responsibilities

- Administrative Support for Sales Department
- Communicate with customers via phone, email and chat
- Data Entry, Quotes, DataSheets, Spreadsheets
- Provide knowledgeable answers to questions about product, pricing and availability
- Work with internal departments to meet customer's needs

#### Position Requirements

- College Degree

- Familiar with Word, PowerPoint, Corel Draw, Excel and Microsoft Outlook
- 3-5 years administrative experience

#### Benefits

- Paid vacation after one year
  - 401K available
  - Salary – up to \$15.00 per hour to start, depending on experience
  - Medical, Dental, Life and Disability Insurance available
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### **Tractor/Trailer Truck Driver** <sup>[3]</sup>

#### Position Responsibilities

- Move product from plant to warehouse, both located in Coppell
- Load and unload trucks utilizing a fork lift
- Ability to work with Customer Service and other internal departments in a respectable manner

#### Position Requirements

- Class A CDL License
- Clean Driving Record

#### Benefits

- Paid vacation after one year
- 401K available
- Salary – up to \$15.00 per hour to start, depending on experience
- Medical, Dental, Life and Disability Insurance available