

# Team Sales Administrator



Lloyd's Soccer is devoted to providing its customers with exceptional service and a great experience. Lloyd's Soccer is a family-owned company and a great place to start and develop your career.

We have a friendly, fun, and professional work environment that encourages open communication on all levels. We are committed to providing equal opportunity to all associates and qualified applicants.

## **Daily Duties:**

- Operating System assistance
- Reporting
- Customer Service

## **Skills / Qualifications:**

- Part- and Full-time hours (Monday – Friday)
- Works efficiently on assigned tasks
- Microsoft Office knowledge

## **Note:**

This job description in no way states or implies that these are the only duties to be performed by the individual(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This outline above does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

## **Contact:**

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