



Best Benefits in the Industry!

- Shadows offers very competitive pay.
- Never work another weekend or evening again!
- Your health is important to us. We offer company-paid medical, dental, and vision benefits.
- Your individual growth is important to us, we will help you advance your career.
- Attendance Bonuses! Earn \$500 & 2 PTO days per quarter for good attendance. (That's an extra \$2000 and 8 days off per year!)
- The first Friday of every month is Taco Friday! Enjoy lunch on us!
- Who doesn't love a good discount? We have you covered with employee discounts!

About Us

- We specialize in creating custom apparel, accessories, and promotional products for companies and events!
- We work with both large and local companies, while shipping throughout the U.S.
- We have fun while recognizing and appreciating our people.
- You will be successful at Shadows if you do these three things: great attendance, do your job well, and no drama!

Our Clients



Receptionist Responsibilities

- Responsible for answering phones and greeting customers
- Working with customers on the phone, in-person and through email
- Invoicing completed orders and creating shipping labels
- Entering customer information and orders into our system
- Assisting customers with product selection
- Working in Microsoft Office Suite

Your Attributes

- Team player with strong verbal and written communication skills
- Good computer skills since there is data entry work
- Strong attention to detail
- Ability to work independently
- Ability to work on multiple tasks simultaneously
- Strong organizational skills and ability to stay focused in a fast-paced environment
- Previous experience in retail clothing is a plus
- Must have a professional appearance and attitude since you will be the first and last impression of the company
- Background check, required
- MUST be punctual and reliable
- Must be vaccinated against COVID-19

Job Type: Full-Time

Salary: \$14.00 - \$17.00



SHADOWS[®]