

Position: Office Receptionist/Roastery Support
Reports to: Controller
Typical Hours: 40 hours a week
Status: Full Time



We are looking for someone who has excellent computer and communication skills and possesses the ability to complete tasks with efficiency and precision. Daily responsibilities will include: handling phone calls, managing customer accounts, order entry and processing, as well as overall upkeep of the office. Strong verbal communication, organizational, and interpersonal skills; problem-solving ability; familiarity with database software and the Microsoft Office suite necessary.

Please send cover letter and resume to careers@greatlakescoffee.com

This list is not intended to be exhaustive, but represents the core functions of this role.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability, genetic information, medical condition, veteran status, or any other class protected by local, state or federal law.