Operations

At Fast Intentions Inc. we specialize in the manufacturing of high-performance automotive exhaust systems, as well as custom fabrication and welding.

We are excited to add a motivated, self starter to the F.I. operations team. A person that represents our brand with integrity, positive energy, and reliability. You will need to be able to learn our system of operations fast and possess the ability to problem solve.

Job Type: Full Time or Part Time

Hourly Pay: $18 - $20 /hour based on experience.
Health benefits are offered.

Job Description:

Customer Service -

- Answering Phone Calls
- Email Correspondence
- Order Status / Updates

Operations -

- Creating Invoices / Data Entry
- Processing Payments
- Ordering Materials
- Managing Shop Inventory
- Production Schedule
- Generating Shipping Labels

Qualifications:

- High School Diploma or GED
- Ability to present a professional presence
- Strong, effective communicator / Professional Telephone Etiquette
- Must have the ability to effectively multitask in a fast-paced environment
- Must have the ability to follow directions and complete tasks on or before deadlines
- Must have the ability to identify and solve problems
- Customer Service in office environment: 1 year (Preferred)
- Intermediate Computing and Applications required
- Proficiency in MS - Outlook / Excel / Word
- Experience with Intuit QuickBooks is a benefit
- Must have the ability to work well with others and independently