



CONTOUR COUNTERTOPS

1530 Center Street ♦ Tacoma, WA ♦ 98409
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August 15, 2019

Contour Countertops/Stoneworks, one of the Northwest's premier countertop companies, is now looking for energetic people to join our team. Contour has been in business for over 60 years, and we have moved our stone fabrication business to Tacoma. Come work with the best! We make granite and quartz countertops for residential and commercial customers in King County and the South Sound Region including the Peninsula. Great quality and customer service are our goal. We work with the best material and our workmanship is great.

We are currently seeking a Customer Service/Scheduler to work in our facility.

Job duties to include, but are not limited to:

- Provide excellent customer experience
- Scheduling appointments for templating and installation
- Providing quotes
- General correspondence with clients (email, phone, fax)
- Assisting retail customers and closing sales
- Researching customer inquiries

Job Requirements:

- Prompt and reliable attendance
- Positive Attitude and ability to listen and communicate with clients
- Highly organized and detail oriented, ability to multi-task, work as a team
- Follow through on all communication
- Knowledgeable in Microsoft Office (Word, Excel, Access a plus)
- Countertop knowledge and/or AutoCAD a plus but not required
- Must be able to pass a pre-employment screening (background & drug test), only qualified applicants need apply

Location: Tacoma, 1530 Center Street

Salary based on Experience, \$17 to \$19 per hour

Please send your resume to Controller@contourcountertops.com