

Job Title: Apparel & Customer Service Associate

Company: Altius Awards and Apparel

Job Summary:

Altius Awards and Apparel is seeking a reliable and detail-oriented individual to join our team. This position plays a key role in providing excellent customer service, assisting with custom apparel orders, and supporting daily shop operations.

Key Responsibilities:

- Answer incoming phone calls and assist customers with questions and orders
- Take and process custom apparel and award orders accurately
- Press and apply designs onto shirts and other apparel items
- Prepare and organize completed orders for pickup or delivery
- File, organize, and maintain paperwork and order records
- Assist with general shop organization and daily tasks as needed

Qualifications:

- Strong communication and customer service skills
- Attention to detail and ability to follow instructions
- Ability to work independently and as part of a team
- Basic computer and organizational skills
- Willingness to learn apparel pressing and production processes
- Ability to stand for extended periods and handle light physical tasks

Work Environment:

This position is based in a fast-paced apparel and awards shop setting and involves hands-on production work as well as customer interaction.