



Now Hiring – Website Assistant

Come join the whanau at Backdoor Surf's HQ - we are a tight-knit team who work closely together and we're about to move into a brand new office space!

We are seeking a self-motivated, energetic individual to take responsibility for uploading products to Backdoor's online store, as well as assisting customers, based out of our head office in Hamilton.

This role includes uploading all new season product to our website (this means you get to see all the new stuff first!) as well as the processing of online sales and exchanges. We are seeking someone who shares a passion for ensuring our customers get the right product along with the best customer service experience.

You will need:

- High computer literacy
- Self-starting work ethic
- Ability to work autonomously
- Experience with Adobe Photoshop
- Copywriting experience and experience with Counter Intelligence Office would be a bonus
- Great phone manner – friendly and polite
- Customer service experience
- Outstanding written and verbal communication (can compose a very clear & well-structured email)
- Attention to detail
- Problem-solving skills
- Self-management, multi-tasking & timekeeping skills (ability to prioritise workload)
- Works well under pressure
- Ability to work as a team
- High level of confidentiality and integrity
- Flexible and willing with a 'can-do attitude'

Availability:

- Hours 35-40 (Monday – Friday) – Weekends over the Christmas period
- Starting Immediately

If you think you've got what it takes or would like to know more, email your **CV & application form** to: marketing@backdoor.co.nz