



EBYLAND LLC
SERVICE • INSPIRATION • TRUSTWORTHY

Career opportunity at

Ebyland LLC
12702 Ali Ghan Rd NE
Cumberland, Md 21502

Office Manager/Hearth Sales & Installation

This job would include working counter sales. He would need to be proficient with computer skills such as operating sales and scheduling software. Ordering and receiving inventory. Scheduling delivery, answering telephone, and managing employees. Opening and or closing the store. Loading customers.

The office manager would assist the owner and cover for him when he needs off from work. It would involve working Saturdays. Our schedule does flex through the year since it is a seasonal business.

During the fall and winter months, he would transition to on the road hearth sales, service and installation.

Skills needed;

Comfortable with selling products

Answering telephone

Working with computer

Typing and familiarity with Office Word and Excel Spread sheets

Dealing with an unhappy customer

Handling a high level of stress during busy season

Having a team spirit

Seeing work and being proactive with it

Prompt and courteous with customers

Respectful and easy to work with

Dependable, trustworthy, & confidential with business information

CDL license optional but highly valued

Basic Mechanic skills highly valued

If you are a highly motivated person that is looking for a challenging job, give us a call 301-722-0043 or email keith@ebyland.com