



SCHOOL PORTRAIT FIELD ASSISTANT/CUSTOMER SERVICE REPRESENTATIVE

Victor O'Neill Studios (VOS) is the fastest growing school portrait company in the Washington Metropolitan area and is hiring customer service representatives/field assistants with strong computer skills and outgoing personalities. Multiple positions are available in N.VA, DC, and MD. **Business office is located in McLean, VA, but work locations will be in the field at elementary, middle, and high schools throughout the metropolitan area.** These individuals are the face of the company and must always be professional and friendly, greeting customers with a warm and gracious attitude. Responsibilities will include checking in students on school portrait day, ensuring smooth work flow between various photography stations, keeping customers relaxed and ready to take their photos, identifying and resolving any issues customers may have, relaying messages between team members as required, and stepping in to help wherever needed if backlogs occur throughout the process.

Mandatory Job Requirements:

- High school or equivalent degree
- Punctual
- Ability to operate in a fast-paced environment
- Strong interpersonal and team skills
- Business casual appearance and demeanor
- Availability to work approximately 7am-3pm at least 3 days a week (M-F) until Nov 1st
- Personal transportation & driver's license required (Metro/Uber-type transportation not appropriate)
- Ability to stand for 8 hours/lift 50 lbs
- At least one year customer service experience
- Computer skills
- Must pass a background check
- Willingness to travel to customer schools (travel over 60 miles round trip will be reimbursed at the federal mileage rate)

Job Type: Part-time/Seasonal

Salary: \$12-15 /hour (based on experience)

To apply: submit cover letter and resume to janet@vosphoto.com. Please include your county of residence.