



# Wheaton Brace Company

380 S. Schmale Road, Suite 121  
Carol Stream, IL 60188  
[www.wheatonbrace.com](http://www.wheatonbrace.com)

Wheaton Brace Company is proud of its innovative pediatric orthopedic products that are more effective, convenient to use, and/or less expensive than what is currently available. We have customers in the U.S. and around the world.

## **Part Time/Full Time Customer Service Representative – Distribution**

### **Major Responsibilities:**

- Provide exceptional customer service to customer calls/email/fax in a timely matter
- Pack orders accurately and promptly
- Receive and maintain inventory
- Assist in customer billings

### **Minimum Requirements:**

- High school diploma or equivalent (GED) required
- 1-2 years customer service experience

### **Preferred Qualifications:**

- Ability to work in a team environment
- Excellent phone skills
- Strong attention to details and quality measures
- Warehouse/Distribution experience preferred
- Able to handle heavy boxes in receiving

If you are interested, please email your resume to:

[Admin@wheatonbrace.com](mailto:Admin@wheatonbrace.com)