

Small, progressive, ever-changing telecommunications company is seeking a Receptionist/Customer Service Representative. This individual will be a team member focused on providing excellent customer service for two small offices.

A successful candidate will be a motivated individual with strong organizational and communications skills. The job requires the ability to problem solve, multitask, and a willingness to learn new skills and technologies. If you would enjoy collaborating with a team dedicated to exceeding the customer's expectations this could be the job, you are looking for.

Qualifications required:

2+ years of similar work experience

Proficient knowledge of customer service, and standard office practices.

Basic computer skills.

Basic office equipment skills.

Written and verbal communications skills.

Industry experience preferred.

The Receptionist/Customer Service Representative position is a full time, non-exempt, hourly position starting at \$19- \$21 depending upon previous experience. Work Schedule is Monday – Friday in office required, hours are 8:00 am – 4:00 pm. We offer an insurance package including health, vision, dental, and life with generous donations to a 401k plan. This position will remain open until filled.

If you are interested in this position and would like to be considered for this exciting job potential, please send your cover letter, and resume to:

jobs@monitorcoop.net

This institution is an equal opportunity provider and employer