

Recruitment Event

Matrix Medical Network

Date:

March 21, 2019

Time:

10:00a.m. -
12:00 p.m.

Location:

CareerSource
Pinellas center on
Gulf to Bay

2312 Gulf to Bay
Boulevard

Clearwater,
Florida 33765

**Now
Hiring!**

Contact Center Supervisor - 10889004

Must have the following in order to apply:

- High School Diploma or equivalent
- Three (3) years of experience as a call center Supervisor or Manager
- Knowledge of performance evaluation procedures
- Customer service skills
- Communication skills
- Telephone skills
- Organizational skills
- Computer skills

Days & Hours: Full Time position; complete work schedule will be discussed with applicant.

Pay: Depends on experience; Benefits are offered.

Contact Center Representative - 10889007

Must have the following in order to apply:

- High School Diploma, GED, or determination of an equivalent communication competencies.
- Experience in a metrics driven, performance environment
- Verbal and written communication skills
- Must speak, read and write English
- Telephone skills
- Data entry skills and proven ability to navigate multiple computer screens while conducting a customer call
- Ability to work independently with minimal supervision
- Ability to work flexible schedule and extended hours; as needed
- Must follow company attendance policy

Preferred Skills:

- Basic to intermediate skills with MS Office (Word, Excel, PowerPoint)
- Customer services experience in retail, hospitality, sales, or in a call center environment
- 6 - 12 months outbound call center experience preferred.
- 6 - 12 months sales or soft sales experience preferred.

Days & Hours: Full Time position; 40 hours per week; 1st and 2nd shifts available; complete work schedule will be discussed with applicant.

Pay: \$13.50 per hour plus production-based incentives; Depends on experience.

Please ensure that you are registered in Employ Florida (www.employflorida.com) prior to interviewing with event employers. Registrations can be done onsite.

Recruitment Event

Matrix Medical Network

Date:

March 21, 2019

Time:

10:00a.m. -
12:00 p.m.

Location:

CareerSource
Pinellas center on
Gulf to Bay

2312 Gulf to Bay
Boulevard

Clearwater,
Florida 33765

**Now
Hiring!**

Clinical Support Analyst - 10888993

Must have the following in order to apply:

- High School Diploma/GED and six months of experience
- Proficiency with MS Office Suite to include Excel
- Analytical and problem solving skills
- Organizational skills – ability to organize, take initiative and follow up independently
- Proven time management, multi-tasking, prioritization and follow-up skills in a rapidly changing environment
- Ability to think critically, solve problems and make decisions, while adhering to company standards and guidelines
- Must have verbal, written communication and interpersonal skills
- Ability to handle multiple assignments, prioritize activities and meet established deadlines in a rapidly changing environment

Preferred Skills:

- Some college preferred
- Working knowledge of Tableau and SQL preferred
- A healthcare background and/or experience in a medical call center is a definite plus
- Minimum of 6 months of experience in routing, transportation and/or logistics preferred

Days & Hours: Work schedule to be determined; varied shifts and full and part-time positions are available.

Pay: Depends on experience.

Please ensure that you are registered in Employ Florida (www.employflorida.com) prior to interviewing with event employers. Registrations can be done onsite.