



RECRUITMENT EVENT

Hiregy

Wednesday, March 15, 2017

10:00 a.m. - 1:00 p.m.

Gulf-to-Bay center

2312 Gulf to Bay Blvd. Clearwater, FL 33765

*****Listed by a no fee staffing agency*****

Contact Specialist: Courtney Makinson

Email: cmakinson@careersourepinellas.com

Job Title

**Customer Service Representative –
Contract to Perm**

Job Order

10410435

Pay

\$8.50 - \$9.00 p/hr.
DOE

Must have the following to apply:

- ▶ High School Diploma/GED.
- ▶ 1+ year of customer service experience required.
- ▶ Must be able to type 30 wpm.
- ▶ Bilingual is plus
- ▶ Medical terminology experience is a plus
- ▶ Experience in a high volume / call center environment preferred

Required Screenings: Criminal background checks (Local, State, Federal) as far back as 7 years, References, Pre-employment drug screen. Drug free workplace.

Additional Information: Job Description:

- Take incoming phone calls of a transportation nature and confirm eligibility and scheduling appropriate modes of transportation.
- Review trips in the area of specialization and determine provider assignments.
- Assign reservations to network transportation providers to ensure vehicle resources are used most efficiently.
- Track specific passengers and trip progress as requested.
- Route trips to providers and prepare manifests

Day & Hours: 3 shifts available. Monday-Saturday. 40 hours per week.

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