



# RECRUITMENT EVENT

Salem Enterprise Solutions

Thursday, September 14, 2017

9:00am – 11:00am

St. Petersburg Center

3420 8th Ave S. St. Petersburg, FL 33711

**Contact Specialist:** Courtney Makinson  
**Email:** cmakinson@careersourcepinellas.com

## Job Title

Customer Service Representative

## Job Order #

10525696

## Pay

\$8.50 - \$10.00 p/hr.

DOE

### Must have the following to apply:

- ▶ High School Diploma or equivalent
- ▶ Six (6) months of experience
- ▶ Computer Skills: Microsoft Office Software
- ▶ Typing Skills: minimum of 30 wpm
- ▶ Verbal and written communication skills
- ▶ Bilingual (English/Spanish) is preferred
- ▶ Healthcare industry experience is preferred
- ▶ Knowledge of medical terminology and services preferred

**Required Screenings:** Drug Testing/Screening (Pre-Employment); Background Checks (Local/State) as far back as seven (7) years; Drug Free Workplace.

**Additional Information:** Answer all incoming telephone calls of a transportation nature and confirm eligibility, scheduling, and appropriate mode of transportation.