

JOB ANNOUNCEMENT

Customer Service Rep 1

(unclassified position)

Posted: May 2nd, 2019

Deadline/Closing: May 16th, 2019

Location: Gwinnett Environmental Health

Salary: \$25,000.08

Paygrade: F

Position Number: 00186996

Position open to: All qualified applicants



Job Summary:

Under limited supervision, maintains front desk area keeping it clean and creating a welcoming environment: Greets and assists all clients and visitors; Answers in-coming telephone calls; Receives incoming mail and routes to appropriate person; Assists in sending fax messages and photocopying and filing of documents; Collection and processing of fees; Provides guidance, consultation, and technical assistance to clients and others within the organization.

Minimum Qualifications:

High school diploma or GED AND Two years of general office or administrative experience.

Preferred Qualifications:

Experience in customer service with the ability to work in a fast paced environment. Excellent communication skills. Experience performing office duties such as data entry, typing, accounting, clerical duties, and/or similar responsibilities. Experience using computer information technology such as Microsoft Office Suite. Ability to speak Spanish and English preferred but not required.

We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Katie Bowles - HR

Gwinnett, Newton, & Rockdale County Health Departments

PO BOX 897

Lawrenceville, GA 30046

Fax # 770-277-2089

katie.bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks