

JOB ANNOUNCEMENT

Customer Service Rep 1

(unclassified position)

Posted: August 29th, 2019

Deadline/Closing: September 12th, 2019

Location: Rockdale Health Center

Salary: \$25,000.08

Paygrade: F

Position Number: 00196361

Position open to: All qualified applicants



Job Summary:

Under general supervision, applicant must possess knowledge of clinic programs and provide guidance, assistance, support, and training to clients and others within organization; maintain and update client data using manual and electronic systems; collect data from a variety of sources; process monetary transactions; answer multiple line phone system; and perform other administrative duties as needed.

Minimum Qualifications:

High school diploma or GED AND Six months of experience handling customer's questions, complaints and/or providing information.

Preferred Qualifications:

Experience and/or knowledge of programs offered by Public Health. Experience working in a clinic or office setting. Two years of experience using computer information technology such as Microsoft office. One year of experience handling monetary transactions. Ability to speak Spanish and English preferred.

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