

# JOB ANNOUNCEMENT

## Customer Service Rep 1

(unclassified position)

**Posted:** September 24th 2020

**Deadline/Closing:** October 8th, 2020

**Location:** Gwinnett Environmental Health

**Salary:** \$25,000.08

**Paygrade:** F

**Position Number:** 00013257

**Position open to:** All qualified applicants



### Job Summary:

Under limited supervision maintain front desk area keep it clean, greet and assist all clients and visitors. Provide administrative support such as answering telephone calls, provide guidance and accurate information, collect and process fees. Assist in sending messages, photocopying and file documents. Use computer software as a tool for performing clerical assignments. Cross train in various assignments to the operation of the department.

### 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](mailto: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](http://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