

# !!HOT JOB!!

## FULL TIME

JO#: 11070834

Service Coordinator

\$15.00HR (DOE)

### Job Function:

- Accurately navigate and maneuver through multiple applications and screens simultaneously
- Detect discrepancies on records or reports
- Calculate rates for organization's products or services
- Collect deposit or payment
- Sell products of services
- ***View job order for additional functions***

### Requirements:

- High School Diploma or GED
- Must be at least 18 years of age
- Background friendly (case-by-case)
- Experience with customer service either via phone or in person
- Must pass drug screen
- Flexibility Monday-Saturday: hours or days could change depending on the service department needs
- Training will begin on earlier shifts (7am-4pm or 8am-5pm) after training shift hours will change to (10am-7pm)
- ***View job order for additional functions***



*NCWorks is seeking a customer service driven individual to join an astounding Call Center Team!*

**For employer consideration please send resumes to:**

**[Elizabeth.Carroll@ncworks.gov](mailto:Elizabeth.Carroll@ncworks.gov)**

Candidates must have an active account on **[www.NCWorks.gov](http://www.NCWorks.gov)** to be considered.

**For Additional Questions Please Contact:**  
**919-754-5301**

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