



Customer Service Associate – Part time 25 hours per week starting at \$12/hr. (2 positions open)

We are in search of a Customer Service Associate with a positive attitude, patience, and excellent communication skills who works well in a team environment. Will work under the direction and training of the call center management team.

Selected candidates will be expected to:

- ♦ Arrive on time and ready to work assigned hours.
- ♦ Provides outstanding customer service in a call center.
- ♦ Handles inbound and returned calls as well as email.
- ♦ Completes enrollment, data entry, maintain data base, research, and resolve customer problems.
- ♦ Maintain HIPAA requirements for confidentiality.
- ♦ Operate equipment and software necessary to perform the job.

No phone calls accepted.

Fax or email resume

- ♦ Fax to the attention of Tabitha 252-753-5941
- ♦ Email to: tabitha@pierceins.com; sarah@pierceins.com

EMPOWERING EMPLOYERS
STRENGTHENING EMPLOYEES