

Call Center Professionals- Immediate Positions

Are you looking to work for a Great Company? Here is your chance to work for a #3 rated company in Fortune's Most Admired list.

I am currently seeking immediate candidates with previous call center background that are interested in working for a wonderful company in the Earth City area. This position requires that you have excellent communication skills, attendance and the desire to deliver excellent customer service and strive to exceed customer expectations. In this role you would be responsible for effectively responding to inquiries regarding services and automated systems via phone, e-mail, or chat session. Inbound-Outbound agents work with location managers, interview job applicants, and make follow-up calls to insure compliance on paperwork. Essential Duties and Responsibilities include working with each contact to establish rapport with and gain the confidence of the client contacts. Utilize the job applicant screening process to identify individuals who potentially will qualify clients for tax credits and incentives. Make outbound calls to obtain additional supporting documentation and information that insures compliance with government guidelines. We are looking for candidates with experience with common desktop software for word processing and spreadsheets, as well as internet skills.

Hours: First week of training: 9:00 - 3:30 or 9:00-5:30. Hours after training will be 7:30-4:30, 8:00-5:00, 8:30-5:30 or 11:30-8:00 Monday – Friday.

Required Competencies:

Must possess the ability to function in a fast-paced, demanding, high growth environment, and be client-satisfaction oriented. Must show excellent attention to detail. Position will require that you maintain the highest level of integrity, courtesy, and respect while interacting with clients, employees, and business contacts. A drug and background check is required prior to starting.

Recruiter: Kim Gorczynski

How to apply:

Qualified candidates should forward their resume saved as a Microsoft Word Document **with both month and year** on dates of employment to: kgorczynski@ultimatestaffing.com for immediate consideration.

Salary 10.00 per hour

63045 ZIP CODE