



Position Available

Position: Customer Care Coordinator

Reports To (Location / Manager): Oak Park / Customer Care Manager

Work Schedule: Monday – Friday, some Saturdays

Duties & Responsibilities: Working on the phone and in person with customers scheduling appointments, as well as rescheduling and cancelling when needed. Printing dispatch tickets, invoices and crew logs. Some clerical work, i.e. filing, writing out reminder postcards, etc.

Qualifications: Must possess basic computer knowledge. Have a professional speaking voice, and listening skills. Fast paced office experience, and ability to work with diverse clients. Positive and upbeat, can do personality as well as multi-tasking skills a plus.