

## Job Summary

**Order Number:**

NY1388428

**Date Job Order Received:**

08/26/2021

**Number of Openings:**

50

**Company Name:**

Velocitii

**Job Title:**

Customer Service Representative

**Minimum Experience Required:**

1 year

**Job Description:**

Medina. Customer Service Representative. Velocitii. PT/FT. Temp. Shift Varies. Benefits. Are you looking to make some extra cash? We are looking to fill several temporary customer service positions with varying schedules for a project that runs from October to mid-December. This position can be done remotely in New York state. The essential functions include, but are not limited to the following: \* Provide superior customer service. \* Become an expert in the client products and services and educate members on these available products and services. \* Assist members in choosing a healthcare product portfolio by providing information on the products offered. \* Utilize multitasking, using multiple computer applications/programs. \* Complete inbound and/or outbound calls in a timely matter. \* Document all calls. \* Follow established building entry, compliance and system security policies. \* Strictly adhere to all Nondiscrimination, relevant regulatory, compliance and accessibility guidelines. \* Adhere to attendance requirements. \* Performs other duties as assigned Minimum Qualifications (Knowledge, Skills, and Abilities) \* Excellent customer service and interpersonal skills. \* Self-starter with the ability to work effectively both independently and collaboratively. \* Knowledge of basic computer applications (Email, Word, Salesforce). \* Excellent organization, time management and communication skills. \* Customer Focus To apply, contact the employer in person, or on-line: White, Adrianna 711 Park Avenue, Suite 500 Medina, NY 14103 Web-site: <http://velocitii.com/careers>

**Job Location:**

Medina, New York

**Pay:**

Starting pay not specified.

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Temporary

**Work Days:**

Monday thru Friday

**Shift:**

Varies

**Public Transportation:**

Public Transportation is available.

**Minimum Education Required:**

Less Than High School

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

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