

NOW HIRING
CUSTOMER SERVICE REPRESENTATIVE

Keystone Staffing is now hiring for a Customer Service Rep for a Call Center in Edwardsville, IL. This person will be tracking medical packages for several medical suppliers.

Job Description:

- Manually and electronically track medical packages for several medical suppliers
- Correct package exceptions
- Follow up with pharmacies and package recipients to ensure packages were received.
- Other duties as assigned

Please note: There are two shifts we need to fill for this:

- 1. 10am-3pm, Monday-Friday**
- 2. Variable shift (shift changes each week, 20-25 hours): 11am-7pm, Monday-Friday & Saturday 8:30am-4pm**

Qualifications:

- PC proficient (Microsoft Office preferred), communication and organizational skills
- Ability to work in a fast paced environment
- Intermediate skill level with Microsoft Outlook, Word or Excel
- Must exhibit the ability to work in a collaborate team environment
- Ability to multi-task and understand how to prioritize workload in order of importance

Job Type: Full-time

Salary: \$10.00 /hour

Job Location: Edwardsville, IL

Required experience:

Customer Service: 2 years

Call Center: 1 year

To Apply:

Email resume along with the job title/location of interest to:

Shannon Dial, Recruiter - sdial@keystonestaffing.com

OR

Apply online at: www.indeed.com

Search for "2nd shift Call Center Rep" in Edwardsville, IL