Energetic and Passionate Individual Wanted!

YWCA is looking for an organized, outgoing, positive individual who will focus on excellent customer service, provide administrative support, and who loves working with people

12/15/2021

Administrative Customer Service Representative

RESPONSIBILITIES
This position is responsible for providing excellent customer service to YWCA clients, guests and staff who call or enter the administration entrance. This position is required to answer phones, take messages, direct customers to the appropriate person, and complete various clerical projects. This person will answer questions regarding programs and services, and facility rentals. All training will be provided.

JOB REQUIREMENTS
- Must have a high school diploma or GED.
- Basic computer skills required.
- Experience working multiple phone lines preferred.
- Customer Service experience preferred.
- Good work ethics and a high level of confidentiality.
- Must have a reliable means of transportation.

HOURS NEEDED:
Part time; Tuesday, Wednesday & Friday, 1 pm – 5 pm, with some weekday evenings and weekends, as needed. Must be willing to substitute for other customer service team members when needed.

TO APPLY
Submit a YWCA employment application to Human Resources by Dec. 22, 2021. Applications are available at the YWCA administration front desk (lower level) or can be downloaded from: www.ywcamclean.org

Human Resources
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704

The YWCA McLean County is an equal employment opportunity employer.