

Energetic and Passionate Individual Wanted!

YWCA Young Wonders is looking for a caring and energetic individual who is organized and is focused on excellent customer service and providing administrative support.

12/01/2022

JOB TITLE: YOUNG WONDERS CUSTOMER SERVICE REPRESENTATIVE

RESPONSIBILITIES

This position is responsible for providing excellent customer service to all Young Wonders clients and staff. This position is responsible for answering phone calls, taking messages, greeting and guiding clients, taking payments and various clerical projects like assisting with class enrollments, and updating the branding and signage at the front desk area. The position is very confidential in nature and will require the ability to make sound decisions in a professional and public setting.

JOB REQUIREMENTS

- High School Diploma or GED required.
- Proficiency in English required.
- Good verbal and written communication skills required.
- Customer Service and clerical experience required.
 - Basic knowledge in Microsoft Office Excel, Word and Outlook required.
 - Attention to detail and strong organizational skills.
 - Must be able to work with minimal supervision and stay on task.
 - Experience working in a school or child care setting preferred
 - Proficient in at least one other language helpful.
 - Available to start work as soon as possible.

WORK HOURS & BENEFITS

Part Time position; Monday to Friday, 3 pm to 6 pm.

TO APPLY

Submit a YWCA employment application to Human Resources. Position will be open until filled. Applications are available at the YWCA lower level administration front desk or can be downloaded from: www.ywcamclean.org/jobs

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

YWCA McLean County is an equal employment opportunity employer.