



COMPANY NAME: Call 24 A Professional Answering Service

JOB TITLE: Customer Service Rep/Telephone Operator

JOB DESCRIPTION:

HIRING IMMEDIATELY

Call 24 is looking for both full and part time, in office, telephone operators. As a telephone operator you would be working on a computer, answering incoming calls, greeting callers, providing information, transferring or patching calls, and/or taking messages as necessary. We answer the phones for different types of companies all over the US (plumbers, lawyers, doctors, etc.). We make and confirm appointments, enter work orders, dispatch emergencies to the on calls provided to us, and take messages for all of our clients.

SALARY:

- Starting pay \$14/hr (plus benefits and other bonuses)

APPLICATION QUALIFICATIONS:

We Require:

- *Experience working for an answering service/call center with multi lines -OR- 2 or more years of customer service
- *Ability to work nights, weekends, and some holidays
- *Ability to spell and type efficiently
- *Must be friendly and have good customer service skills
- *Must be able to work in office, and have reliable transportation. Our office is located at La Cholla and Wetmore.

HOW TO APPLY: Please email your resumes to Juliana@call24answer.com, and make sure to add if you are looking for a full or part time position. Juliana will reach back out with interview dates and times.

DATE: 12/13/2022

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities

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