

## Quick Employment

**Customer Service** Mon– Fri 8:00 am – 4:30 pm, Cleveland, OH, Rockefeller Park area  
\$13.00 per hour

**Job Summary:** Deliver excellent customer service to residents by answering their questions via telephone.

**Requirements:**

- Previous customer service
- Type 30 Word Per minute (WPM)
- Experience answering a multiple line business phone
- Must be able to effectively & efficiently send emails and respond to email
- Experience using a fax machine
- Experience filing
- Good verbal and written communication skills

**Job Duties:**

- Answer a three-line business phone
- Take detailed messages and distribute messages
- Transfer calls
- File in alphabetical and numerical order
- Fax documents as needed

**Minimum Requirements:**

- Must strive for good attendance
- Must pass a drug test
- Must be willing to increase your office knowledge

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