

WILSHIRE METRO WORK SOURCE CENTER

Employment Recruitment

Customer Service Position

Job Title: customer service

Description: taking inbound calls for a call center involving parking violations

Location: Downtown Los Angeles

Openings: 4

Hours :: 40

Salary: \$11.67

Benefits: After probation period

Start Date: ASAP

Qualifications & Requirements:

Clear criminal background NO FELONS

Pass a drug screening

Basic English both verbal and written skills

Great customer service

Basic computer skills

Telephone etiquette

Proficient in English

Perform job functions with attention to detail, and accuracy.

Be able to Prioritize and organize.

Be able to remain calm and resolve problems using good judgment

Follow directions thoroughly

Understand client's needs

Work cohesively with co-workers.

Bilingual in a second language a plus

To apply email resume to: cvelie@communitycareer.org NOTE: To be considered you must have the qualifications for this position on your resume

Interested applicants must complete W.I.A. enrollment form & requirements. Items needed:

Valid CA ID/License Social Security Card, or if not a US citizen, Right-to-Work documents (Valid US Passport, or Alien Card); Selective Services (CCD, Inc./verify); Unemployment Insurance Documents (EDD); Lay-off WARN Notice (if applicable)

Funded by the City and County of Los Angeles WIB in partnership with the Employment Development Department

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

To ensure availability, your request should be received

at least 3 business days in advance of the need. TTY 213-368-0047, Phone 213-365-9829, Fax 213-365-9839.

