



**Job Title:** Customer Service Rep. (BILINGUAL)    **Job Group:** III

**Location:** LWSAS and LWSCS

**Reports to:** Office Manager & Program Director

**SUMMARY:**

Responsible for the day-to-day secretarial, data processing, and clerical duties of the program. Performs all required reception duties, typing, filing, transcription, and computer operation, as well as other general office activities. Experience with medical insurance and verifications helpful. Clinic is open evenings; some evening hours will be required.

**MINIMUM QUALIFICATION:**

High School diploma or equivalency, including or supplemented by courses in typing and computer operations, AND one year full-time paid experience performing some combination of secretarial, data entry duties and medical insurance verifications preferred.

OR

Graduation from two-year business school with courses in typing and computer operations.

**To apply, please use the following link:**

**<https://home.eease.adp.com/recruit/?id=976151>**

If link does not connect, please copy and paste address in your web browser