



*****MULTIPLE OPENINGS*****

Job Title: Customer Service Rep & (BILINGUAL)

Job Group: III

Location: Various Buffalo, NY locations

Reports to: SCSR & Program Director

Franklin - 254 Franklin St., Buffalo

Abbott Corners (3) - 3176 Abbott Rd., Orchard Park, NY

South Towns - 140 Pine St., Hamburg, NY

Child Advocacy Center (Part Time) - 556 Franklin St., Buffalo, NY

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, insurance verifications as well as other general office activities.

QUALIFICATIONS:

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 and data entry duties along with experience with medical insurance and verifications preferred OR

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

To apply, please use the following link:

https://workforcenow.adp.com/jobs/apply/posting.html?client=lsbehavior&jobId=220526&lang=en_US&source=CC2

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