



Toolbox **Live** ●

HIRING: AMAZING CUSTOMER SERVICE ROCKSTAR!

WHAT YOU GET:

- Paid training with a great local business that serves our community 8am-5pm
- Over 100 hours of PTO in year 1!
- \$500 bonus opportunity on day 91!
- Fun Monthly Performance Incentives & Professional Development

What YOU give:

- Help us continue to grow our contracting business and provide more awesome jobs for our community
- Share your awesome skills in answering incoming phone calls, emails, Slack messages & more. Remember, we are building something great!

What YOU need:

- An attitude of winning... ready to make a difference
- Open to learning new things and meeting new people

Hiring Process Steps:

- **Application** (you)
- **Assessment** (you)
- **One way Video Interview** (you)
- In Person Interview (you+us)
- Reference checks (us)
- Decision and job offer (you+us)
- Background check (us)

All of our communication will be through email. Check your spam or junk folder! We know you will be eager to check the status of your application, but please **do not call or request the status of your application**. If you call, you will disqualify yourself by not following this instruction.

Want more info? Visit yourwebsite.com

Priority Review for experience in any: admin, office manager call center, administrative assistant, receptionist, JobTread, Jobber or Housecall Pro!

#customerservice #admin #adminassistant #csr #dispatcher #officemanager #receptionist
#officeadmin #remotework #remoteadmin #workfromhome #insidesales #virtualadmin
#callcenter

Job Type: Full-time

Pay:

Work Location: