

Customer Service Representative

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$14.00 to \$16.00 hourly
Employment status: Temporary

Description

Join Our Team as a Customer Service Representative!

Robert Half Healthcare is looking for a Bilingual Spanish Customer service representative to start asap with a growing company!

Robert Half Healthcare has an excellent career opportunity for an articulate, highly-skilled Customer Service Representative in the growing Healthcare/NHS industry. Do you enjoy forming new relationships every day? This may be a great fit for your next career move. This position will operate in a fast-paced and dynamic environment. This Customer Service Representative position is based in the Rancho Cordova, California region and is a long-term temporary-to-full-time employment opportunity.

How you will make an impact

- You will likely support business development and client referral goals by actively cross-selling and referring customers
- Manage the fielding and sending of important written business correspondence
- Organize and route incoming telephone calls
- Give exceptional customer service in a timely fashion

Does this sound like the role for you? Please send your resume to Santina Wood at santina.wood@roberthalf.com

Requirements

- Excellent customer service and office administrative skills
- Foundational knowledge of Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly
- 2+ years' experience with performing in a goal-driven & customer-focused environment preferred
- Ability to simplify complex problems and build solutions
- Ability to exude confidence, knowledge, and empathy when interacting with internal and external partners and clients/customers
- Adeptness in medical terminology
- Foundational knowledge in Microsoft Outlook
- Customer service experience
- HIPPA compliance system implementation experience preferred
- Microsoft Word experience
- Microsoft Excel experience
- success driven attitude and an engaging businesslike approach
- Proven experience going the extra mile to solve complex customer inquiries via extensive research
- Excellent communication and organizational skills
- Proven computer skills

If you seek to deliver great customer outcomes and want to improve your customer service skills to deliver personalized service specific to individual customer needs, we want to hear from you now. Apply today!

OfficeTeam is the world's leader in professional staffing for office support jobs, focusing exclusively on the temporary and temporary-to-full-time placement of professionals in the administrative field. We are faster at finding you work because of the depth of our client network. Specifically, our professional staffing managers connect with thousands of hiring managers in North America every week to find your office support job opportunities. We evaluate all of our OfficeTeam temporaries' skills and match them with the needs of top employers in their area.

Apply for this job now or contact us today at 888.981.6731 for additional information.

All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.