

Job Title: Customer Service Representative PT
Position Number: 3CUSTSV-HNC-4
Campus: Levine (Matthews)
Department: CCE Customer Service
Job Description: Candidate should have professional and friendly phone skills. be organized and computer literate with a positive attitude. Ability to learn a high volume of information.
Requirements: Customer Service background, strong customer service skills, detail oriented, ability to multitask, general business/office skills, strong written and verbal communication skills, proficient in Microsoft Outlook, Word and Excel and excellent interpersonal communication skills. Must be able to type 50wpm.
Salary: Competitive pay rate.
Apply to: Send resume and CPCC employment application to mark.murdaca@cpcc.edu or fax to Mark Murdaca at 704-330-4225.