



# *Immediate Job Opening*

**Job Title:** Customer Service Representative- Full time

**Job Summary:** The primary responsibilities of this position is to answer phones, take agency food orders, sign in volunteers, and greet visitors and member agencies.

## **Responsibilities and Duties**

- Answer phone, greet visitors and member agencies.
- Give out pantry information to clients that need help with food.
- Take and schedule agency orders.
- Review and adjust on line orders.
- Complete receipt form on a daily basis for store donations.
- Complete and enter donor receipts for walk-in donations and commercial donations.
- Answer agency calls and call agencies when needed.
- Work closely with Inventory Coordinator.
- Keep Inventory Coordinator and Agency Relations Manager informed about any updated agency information.
- Relate any concerns about agency pick-up practices or other problems to Inventory Coordinator, Agency Relations Manager, or Operations Manager.
- Keep updated on all program information and dates about all Food Bank Programs.

## **Qualifications:**

- Minimum high school diploma or equivalent
- 3 years customer service experience.
- Bilingual a plus, but not necessary.
- Intermediate computer skills with Microsoft Word, Excel, PowerPoint, Access and Outlook.
- Excellent communications skills both verbal and written.

**Rate of Pay:** \$10.00/hr.

**Job Closing Date:** Wednesday November 9, 2020

Please complete an application and submit to Martha Cabrera, HR Generalist at 826 Krill Street, Corpus Christi, TX 78408.