

Immediate Position Available – P/T Customer Service Representative

MEMO Financial Services, Inc (MEMO) a leading money services business located in Camp Hill, Pennsylvania is seeking a Part-Time Customer Service Representative. MEMO is a licensed money transmitter offering alternative financial services to over 3,400 retailers in 24 states, with significant national expansion opportunities.

Summary Job Description –

Job Title: Part Time Customer Service Representative

Position Purpose:

Handle customer service calls, providing accurate information to callers, as well as handling several misc. analytical duties.

Job Requirements:

This position is performed remotely with some on-site duties performed at our office location. Employee must provide adequate internet access and a private, quiet work environment with the necessary furnishings to complete the job functions. All electronic equipment and phone are provided by the company.

Employee must be willing to travel to and from our Camp Hill office and work from the office location as needed.

Essential Qualifications and Competencies

- High school diploma and one-year experience in a related field.
- Ability to handle customer calls with a mature, professional and diplomatic approach, using tact and always maintaining a pleasant mannerism.
- Excellent organizational and communications skills.
- PC literate
- Ability to consistently meet deadlines and handle a large volume of data input on a daily basis.
- Must demonstrate commitment to job, offering much flexibility with overtime if necessary, to perform daily functions.
- Self-motivated and willing to take initiative.
- Must work closely with co-workers in a fast-paced environment, demonstrating a mature team player attitude.

Familiarity with use of the following software is required:

PC; Windows operating system

Microsoft Excel

Microsoft Word

Microsoft Outlook

iSeries Operating System knowledge a plus

Job Requirements

Customer Service Calls

Call Logging

Report Analysis and Follow-Up