

# JOB LISTING

GC SERVICES

5/13/2009

7307 E. HAMPTON AVE. STE #101

MESA

85209

PHONE: 480-615-3040

FAX: 480-615-3075

OTHER: - -

EXT.

CONTACT PERSON (s): MISTY HEDRICK @ 480-615-3023

MAJOR CROSS STREETS: POWER AND HAMPTON (North Of US 60)

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**BUSINESS TYPE:** Call Center

**POSITION TITLE:** Customer Service/ Collections Rep    **HOURLY SALARY:** \$9.50 +

**TOTAL HOURS PER WEEK:** 20-40    **F/T:** M-F 11 am - 8 pm, or 1 pm-10 pm, Sat: 8 -12

**P/T:** 3-10 p.m.

**MINIMUM AGE:** 18    **DRESS CODE:** Casual; business casual when clients in bldg.

**QUALIFICATIONS:** High School Diploma/GED, type 20-25 wpm with 80% accuracy, pass computer skills test & personality test.

**DUTIES:** Inbound calls--collecting on past due bill

**THIS POSITION is:**  Part Time     Full Time     Temporary     Permanent

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**TO APPLY:**  Mail Résumé     Fax Résumé     Call for an Appointment

In Person M-F 8:30 am - 3 pm

Online: email application to [hr.mesa@gcserv.com](mailto:hr.mesa@gcserv.com)

**OTHER INFORMATION:** benefits with full-time positions

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