

SkyLine/SkyBest

Seeking applications for the following part-time position working 29 ½ hours per week:

- **Call Center Assistant, SkyLine/SkyBest Call Center, West Jefferson—**
This position will assist customers receiving cash payments and will maintain accurate records of transactions. Will also assist the customer service representatives with the call que and other clerical duties. This position requires a positive, helpful and courteous skill set to assist customers. Must be able to handle money with accuracy and detail. The following traits are required: patience and tact; honesty and confidentiality; lively and energetic; detail oriented, and the ability to multi-task. Computer experience and knowledge of general office environment is needed. High school diploma is required. Previous office experience is preferred.

Please complete an application at www.skyline.org. Submission deadline: 5:00 pm, September 18, 2017