

# **Join the Cleveland Sight Center’s Team!**

**Come to our Call Center Hiring Open House!**

**Date:**  Friday, May 15, 2015

**Start Time:** 10:00 am (Plan to stay up to 2:00 pm)

**Location:**  1909 East 101st Street in University Circle

Cleveland, Ohio 44106, 216-791-8118

**Prerequisites:** Participants who would like to interview for positions must have completed the on-line application *prior* to the open house. The application is at: <https://csc.trackingtalent.com/opportunities/customer-service-representative---call-center>

**Position Information**

* Hours of operation are Mon. – Fri., 7am to 9pm; Weekends, Holidays from 9am to 6pm.
* Full and Part Time Positions, Work at Home Positions, and Email-only positions available.
* Pay ranges from **$8.50 to $11.50** per hour depending on qualifications, duties and shift. Pay incentives for fluency in Spanish as well as working weekends, evenings and holidays.

## **General Requirements**

* High school diploma or equivalent. Prior customer service /equivalent training is preferred.
* Computer proficiency required: typing speed > 30 words per minute, proficient with e-mail and Internet.
* Good listening, reading, and writing comprehension skills are required.

**Benefit Information**

* Medical, Dental and Vision Insurance offered to full and part time (25 hrs./wk.) employees.
* 401(k) offered to all.
* Three (3) Weeks PTO (Vacation) and seven (7) Sick Days for Full-time,(pro-rated for part-time).

*Due to our government contracts, you may have a work limiting disability to be considered for this opportunity, and therefore be able to provide documentation verifying this disability.*