

Coord Customer Care

Work Experience

Experience	Experience Details	Required/ Preferred
1+ Years of Prior Relevant Experience	of experience in a similar call center or a customer service position	Required

Additional Requirements

Details

Required/
Preferred

Physical Requirements

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirement	N/A	Rarely	Occasionally	Frequently	Constantly	Weight/ w.p.m.
Clear speech - complex				X		
Climbing						
Crawling						
Crouching						
Distant vision						
Driving - auto/van						
Driving - limousine						
Flexibility - upper body						
Flexibility - lower body						
Hearing/Listening				X		
Kneeling						
Lifting __pounds						
Near vision						
Normal vision						
Pushing/Pulling						
Reaching						
Sitting				X		
Standing - 5 hours minimum						
Stooping						
Typing __w.p.m.				X		35
Walking						

Work Environment

While performing the duties of this job, the associate is required to work within the selected work environments.

Work Environment	N/A	Rarely	Occasionally	Frequently	Constantly
Fast pace				X	
Hazardous conditions - Chemicals					
Hazardous conditions - high structures					
Hazardous conditions - high voltage					
Indoors				X	
Noise levels - low to moderate					
Noise levels - low to high				X	
Office conditions				X	
Outdoors					
Restricted area					
Shifts				X	
Smoke					
__% Travel					
Vibration					
Wet/Humid					

Mental Requirements

While performing the duties of this job, the associate is required to work within the selected mental requirements.

Mental Requirement	N/A	Rarely	Occasionally	Frequently	Constantly
Analytical					
Clerical					
Comprehension					
Crisis incidents					
Customer service					
Decision making					
Fatigue					
High pressure					
Judgment					
Long hours					
Math skills - advance					
Math skills - basic					
Memorization				X	
Organization				X	
Perception					
Reading - simple				X	
Reading - complex					
Repetition				X	

Mental Requirements

While performing the duties of this job, the associate is required to work within the selected mental requirements.

Mental Requirement	N/A	Rarely	Occasionally	Frequently	Constantly
Safety hazards					
Tight deadlines				X	
Working conditions					
Writing - simple				X	
Writing - complex					