

# Express Employment Professionals

<http://www.expresspros.com/sanantoniotxne/job-openings.aspx>

8379 Perrin Beitel Rd, San Antonio TX 78218 (210) 653-5627

The Express Employment Professionals office in Northeast San Antonio is a disabled veteran small business, owned and operated by a husband and wife team with roots in San Antonio. Their office is backed by an international organization that is rated the #1 privately owned staffing agency in the U.S. with the goal to put a million people to work each year.

## **OFFICE SERVICES – 13 Jul 2020**

### **Community Coordinator**

A collaborative business space company in Northeast San Antonio, is looking for a **Community Coordinator** for a long term, temp-to-hire opportunity. Pay is \$15 an hour depending on experience. Hours are 8:30am to 5pm Monday through Friday. Duties include:

- Greeting customers and visitors in person and on the phone
- handle wide range of daily tasks in a detail orientated and highly efficient manner
- Assist with leads and tours to reach sales goals
- Attend events and network with local start-ups and organizations
- Prepare daily, weekly and monthly reports that outline community and sales progress
- Assist members with billing and manage reservations

### **Administrative Assistant**

A construction supply company in Northeast San Antonio, is looking for an **Administrative Assistant** for a long term, temp-to-hire opportunity. Pay is \$15 an hour. Hours are 8am to 5pm Monday through Friday. Duties include:

- Answering phones, filing, data entry
- Order entry, customer service

### **Auto Title Clerk**

A title and licensing company in Northeast San Antonio is looking for a **Title Clerk** for a long term opportunity. Pay is \$15-20 an hour. Hours are 8am to 5pm Monday through Friday. Duties include:

- Using a keyboard to enter alphabetic, numeric, and/or symbolic data from source documents into computer
- Performing repetitive, production-oriented work
- Verifying accuracy of data entered, and keeping records of work completed

Requirements for the **Title Clerk** are

- 2+ years of experience as a Title Clerk
- Previous high volume dealership experience is required
- Previous experience working in ADP/CDK a major plus
- Current and valid driver's license.

### **Customer Care Advocate**

a world-class, international engineering and manufacturing company located in Northeast San Antonio is looking for a **Customer Care Advocate** for a long term, temp-to-hire opportunity. Pay is \$17 an hour. Hours are 8am to 5pm Mon-Fri. Duties include:

- Prompt and accurate fulfillment of customer orders
- Provide customer service: answer questions, provide information, resolve complaints
- Provide connection between internal departments

Requirements for the **Customer Care Advocate** are:

- Minimum 3 years' experience in as a Customer Service or Inside Sales
- 4 year college degree preferred
- Professional phone etiquette
- Quality customer service
- Multi-tasking and detail-oriented
- Excellent communication skills
- Proficient in Microsoft Word, Excel, database entry, typing