

Customer Service Representative (Seasonal)

We are Workforce Solutions for Tarrant County and we ensure the economic vitality of our community by building and maintaining a quality workforce development system that strengthens and provides economic, educational and developmental opportunities for all people including children and youth.

Workforce Solutions is seeking a Customer Service Representative for the summer **(June–August)** who will provide clerical/administrative support for the organization including answering phones, greeting visitors, responding to general inquiries and other duties assigned.

Hours: 8 a.m. – 5 p.m. Monday through Friday

No Weekends! No experience necessary – Will Train!

Special Requirements: Must have strong customer service skills, a pleasant personality, positive and professional attitude, willingness to learn, punctuality and dependability, and excellent communication skills.

To Apply: Submit resume to:

Ann Herrera, HR/Administration Manager
Workforce Solutions for Tarrant County
1320 S. University Drive, 600
Fort Worth, TX 76107

Closing Date: May 22, 2015

Workforce Solutions for Tarrant County is an equal opportunity employer/program whose auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY 1-800-735-2989