

# WILSHIRE METRO WORK SOURCE CENTER

## Employment Recruitment

### Customer Service Position

Job Title: customer service

Description: taking inbound calls for a call center involving parking violations

Location: Downtown Los Angeles

Openings: 4

Hours.: 40

Salary: \$11.67

Benefits: After probation period

Start Date: ASAP

Qualifications & Requirements:

- Clear criminal background NO FELONS
- Pass a drug screening
- Basic English both verbal and written skills
- Great customer service
- Basic computer skills
- Telephone etiquette
- Proficient in English
- Perform job functions with attention to detail, and accuracy.
- Be able to Prioritize and organize.
- Be able to remain calm and resolve problems using good judgment
- Follow directions thoroughly
- Understand client's needs
- Work cohesively with co-workers.
- Bilingual in a second language a plus

To apply email resume to: [cvelie@communitycareer.org](mailto:cvelie@communitycareer.org) NOTE: To be considered you must have the qualifications for this position on your resume

---

**Interested applicants must complete W.I.A. enrollment form & requirements. Items needed:**

Valid CA ID/License Social Security Card, or if not a US citizen, Right-to-Work documents (Valid US Passport, or Alien Card); Selective Services (CCD, linc./verify); Unemployment Insurance Documents (EDD); Lay-off WARN Notice (if applicable)

---

*Funded by the City and County of Los Angeles WIB in partnership with the Employment Development Department*

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

To ensure availability, your request should be received

at least 3 business days in advance of the need. TTY 213-368-0047, Phone 213-365-9829, Fax 213-365-9839.

