

CHILD CARE CONNECTION

JOB OPPORTUNITIES

Child Care Subsidy Eligibility Specialist

Hours: 35/week

Rate: low 30,000s

Status: Hourly

Child Care Connection, a non-profit, child care resource and referral agency, has an opening for a detail-oriented customer service representative. The specialist reviews applications to determine eligibility for financial assistance for child care services in accordance with standard procedures established by the State of New Jersey and Mercer County. Successful job applicant must have the ability to maintain good relationships with customers via communications in person, by phone, and through written correspondence.

Requirements:

- High school diploma or GED; associates degree preferred
- Minimum two years customer service and data entry experience (typing 40 wpm)
- Bilingual in Spanish a plus

Skills:

- Strong telephone skills for handling customer inquiries
- Excellent verbal and written communication skills
- Ability to handle varied tasks and resolve problems timely and efficiently
- Knowledge and experience with computers, Microsoft Office. and database applications
- Ability to enter data with high degree of accuracy
- Ability to handle fast-paced and high-volume workload
- Strong organizational and analytical skills
- Flexibility and time management

Benefits: Paid Time Off (PTO), Medical/Dental Insurance, Life Insurance, Long Term Disability Insurance, Pension

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce St., Suite 201, Trenton, NJ 08638, fax: 609-989-8060, or email: hr@ccc-nj.org