

A new job opportunity posting has been made through the MNSCU job opportunity form. Please see details about the job below.

[Contact Name]
THE RIGHT STAFF

[Contact Phone]
952-546-1100

[Contact Address]
900 American Blvd E
Suite 200
Bloomington, MN 55420

[Contact Email]
blml@therightstaff.com

[Preferred method to contact]
email resume

[Job Title]
Coaches Assistant - Various Part-Time Shifts Available

[Business Area]
Customer Support/Client Care

[Company Name]
THE RIGHT STAFF

[Salary Range]
\$11.00/hour

[Work Type]
FT - Temporary

[Start Date]
09/13/2010

[Number of Positions]
25

[Job Description]
THE RIGHT STAFF has an opportunity for the right person to work with one of our clients while you are in school!

THE RIGHT STAFF is currently looking for Coaches Assistants. Our client, a large Health and Wellness company has immediate positions available for the RIGHT candidates! The duties will include calling and taking current calls from participants in their wellness programs and scheduling appointments. We currently have several openings working from 4pm-9pm paying \$11.00/ hour. This position has room for growth and lots of potential!

The primary function of the Coaches Assistant is to make outbound calls to our clients participants and transfer or schedule a time for a wellness Coach to support that participant. You will be responsible for acting as a liaison between the caller and the appropriate program teams for follow-up.

Essential Duties and Responsibilities include the following:

- ' Dial a number of participants per hour.
- ' Greet the caller, introduce yourself
- ' Assist caller in appropriate manner and document completely.
- ' Follow through on any action that needs to be taken and document accurately, interact professionally with participant and Call Center Teams as needed.
- ' Transfer or Schedule a follow up call on the Coaches Calendar or Wall Board via email, paper or calendar system.
- ' Fill Coaches Calendar as assigned during an hour, a day or weekly basis.
- ' Assist with any special projects.
- ' Attend appropriate meetings and training.
- ' Utilize customer service and conflict management skills with all participant contacts.
- ' Attempt to return all call backs prior to the end of the shift or no later than the following day.
- ' Follow protocols regarding client confidentiality and data privacy.
- ' Other duties as assigned.

You must be able to pass a background check.

If you are interested in this position, please send your resume to blml@therightstaff.com.

Only qualified candidates will be contacted.