



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Call Center Operator

Job Information

Job Type: Full-Time

Pay: \$32,040 per year

Program: Medical Services Unit

Location: Muscogee County

Posting Date: 9/17/2024

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

Submit Completed State of Georgia application to Recruiter:

New Horizons Behavioral Health
2100 Comer Ave
Columbus, Georgia 31904

Fax: (706) 596-5589

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Receive and transfer incoming calls. Schedule and reschedule appointments for the clinic's providers. Relay information to and from internal and external customers.

Minimum Qualifications:

Must have a high school diploma/GED. Must be proficient in Microsoft Word and Excel. Must have excellent organizational skills, time management skills, and good communication skills.

Preferred Qualifications:

Prior call center experience and/or experience in an office setting.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.