



**Job Title:** Customer Service Representative **Job Group:**

**Location:** 3176 Abbott Rd., Bldg. A, Suite 500, Orchard Park, N.Y.

**Reports to:** Supervising Customer Service Rep

**SUMMARY:**

Responsible for the day-to-day secretarial, data processing, and clerical duties of the program. Performs all required reception duties, typing, filing, transcription, and computer operation, as well as other general office activities. Knowledge of medical office procedures and insurance helpful. Some evening hours may be required.

**QUALIFICATIONS:**

High School diploma or equivalency, including or supplemented by courses in typing and computer operations, AND one year full-time paid experience performing some combination of secretarial and data entry duties.

OR

Graduation from two-year business school with courses in typing and computer operations.

**To apply, please use the following link:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=lsbehavior&jobId=220526&lang=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=lsbehavior&jobId=220526&lang=en_US&source=CC2)