



**Job Title:** Customer Service Representative, Bi-lingual Preferred **Job Grade** III

**Location:** Linwood Community Services- 625 Delaware Ave., Suite 204, Buffalo, NY 14202

**Reports to:** Office Manager and Program Director

**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 preferred. 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, data entry duties and medical insurance and verifications is desirable.

OR

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

**Please click the link to apply**

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