

# Recruitment Event

## Matrix Medical Network

### Date:

June 6 & 13,  
2019

### Time:

10:00a.m. -  
12:00p.m.

### Location:

CareerSource  
Pinellas center on  
Gulf to Bay

2312 Gulf to Bay  
Boulevard

Clearwater,  
Florida 33765

**Now  
Hiring!**

### Contact Center Representative - 10955285

#### **Must have the following in order to apply:**

- High School Diploma, GED, or determination of an equivalent communication competencies.
- Experience in a metrics driven, performance environment
- Verbal and written communication skills; telephone skills
- Must speak, read and write English
- Data entry skills and proven ability to navigate multiple computer screens while conducting a customer call
- Ability to work independently with minimal supervision
- Ability to work flexible schedule and extended hours; as needed

**Preferred Skills:** Basic to intermediate skills with MS Office (Word, Excel, PowerPoint); Customer services experience in retail, hospitality, sales, or in a call center environment; 6 - 12 months outbound call center experience; 6 - 12 months sales or soft sales experience

**Job Description:** The main responsibility of this position is to conduct outbound calls to health plan members and schedule/secure in-home visits.

**Days & Hours:** Full Time position; 40 hours per week; 1<sup>st</sup> and 2<sup>nd</sup> shifts available.

**Pay:** \$13.50 per hour plus production-based incentives; Depends on experience.

### Clinical Support Analyst - 10967226

#### **Must have the following in order to apply:**

- High School Diploma/GED and six months of experience
- Proficiency with MS Office Suite to include Excel
- Analytical and problem solving skills; Organizational skills
- Proven time management, multi-tasking, prioritization and follow-up skills in a rapidly changing environment
- Ability to think critically, solve problems and make decisions, while adhering to company standards and guidelines
- Must have verbal, written communication and interpersonal skills
- Ability to handle multiple assignments, prioritize activities and meet established deadlines in a rapidly changing environment

**Preferred Skills:** Some college preferred; Working knowledge of Tableau and SQL preferred; A healthcare background and/or experience in a medical call center is a definite plus ; Minimum of 6 months of experience in routing, transportation and/or logistics

**Days & Hours:** Full and part-time positions; days & hours vary.

**Pay:** \$16.00 per hour. Depends on experience.

Please ensure that you are registered in Employ Florida ([www.employflorida.com](http://www.employflorida.com)) prior to interviewing with event employers, and preregister online at <https://www.careersourcepinellas.com/events>.