

Wellness-Flu Customer Service Associate

Job Description

The Wellness-Flu Customer Service Associate reports directly to the Operations Manager and is responsible for performing clerical/secretarial duties for the company.

Seniority Level

Associate

Industry

Health, Wellness and Fitness

Employment Type

Full-time- August thru.
December

Job Functions

Operations

Responsibilities

- General office receptionist
- Creates Flu client marketing
- Conducts control audits on Flu data system
- Confirms Flu events with client one week prior
- Enters in manual registration forms and HRAs
- Assists with post screening mailing
- Prepares Wellness Pre-Packets
- Performs other duties as assigned

Qualifications

- High school diploma, GED or associate's
- 2 years experiences with telephone Customer Service
- Fluent in English- Spanish a plus
- Computer literate in MS Word, Excel, and other programs
- Strong **writing, reading, listening** and **speaking** communication skills
- Attention to Detail a must!

If you meet the qualification and are interested in applying, please e-mail your resume to mnowakowski@chcw.com .

CHC Wellbeing is an Equal Opportunity Employer EE/M/F/DV

CHC's mission: We help individuals and organizations move beyond wellness to **True Potential**. For individuals, it is about inspiring them to achieve their optimal wellbeing and to thrive in every facet of their lives: physically, emotionally, socially and financially.