

NOW HIRING

Jobseekers can apply at www.pacareerlink.pa.gov using the job posting number listed below

Pearl Interactive Network, Inc

Email your current resume to
Tom DeYoung

215-781-1073, ext. 2227

tdeyoung@buckscareerlink.org

Remote positions available:

Appointment Scheduler #14711423

Call Center Support Representative #14711417

Customer Service III #14907317

Essential Functions & Responsibilities

- Knowledge of telephone & dual monitor computer
- Track all booked and arrived appointments
- Process scheduling requests in a timely fashion
- Ensure patient confidentiality with all health records
- Prompt, pleasant and professional customer service skills
- Confirms patient information
- Performs other related duties as assigned
-

Qualifications

- High school diploma, GED, or equivalent education
- Minimum 6 months customer service
- Minimum of one year experience in medical or health environment
- 35 WPM and 2 years computer experience
- Knowledge of medical terminology
- Must pass background investigation and drug screening

