

## **Customer Service part-time position – Kearney, Nebraska**

**WPCI is a growing Third-Party Administrator (TPA)** of employee drug testing programs for clients nationwide. We are currently seeking an individual to join our team in our **Kearney office**. We have multiple part-time positions available that report to the Manager of the WPCI Kearney Collection Site. Starting pay range is \$13 to \$15 per hour depending on experience. Includes flexible hours. Please include your contact information in your submission. Working moms, students, and retirees are welcome.

### **Requirements:**

- Flexible hours
- Male and Female applicants needed
- Strong communication skills
- Excellent customer service and interpersonal skills
- Keen sense for detail
- Must pass a drug test
- Internship hours may be available
- Work both independently and closely with a team
- Must conduct themselves with integrity, professionalism, and exercise a high level of confidentiality.

### **Responsibilities:**

- Act as a DOT Certified Urine Collector and Breath Alcohol Technician
- On-site and off-site collections and testing
- Cover an on-call rotation, night and weekend remote work available

### **Qualifications:**

- Basic computer skills
- Basic office equipment skills
- Reliable transportation
- Sales acumen a bonus
- High school diploma, or equivalent
- Clean driving record

This is an opportunity with a Nebraska based company. We offer a competitive compensation and benefits package. We are an Equal Opportunity Employer and Drug-Free Workplace that values a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, religion, gender, sexual orientation, national origin, disability, military/veteran status, or any other status protected by federal or state law or by local ordinance. These statements are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, or required skills. Further, they do not establish a contract for employment and are subject to change.