

Job description

WPCI has a passion for ensuring your workplace is a safe environment. WPCI is a Third-Party Administrator (TPA) of employee testing programs for nationwide clients. We are currently seeking an Part-time or Full-time Client Service Technician to join our team. This role is an integral part of WPCI. This individual will work both independently and closely with a team. They will conduct themselves with integrity, professionalism, and exercise a high level of confidentiality.

Requirements:

Must live within 20 minutes of Kearney, NE
Strong communication skills
Excellent customer service and interpersonal skills
Must pass a drug test

Responsibilities:

Ability to be certified as a DOT Urine Collector and Breath Alcohol Technician- training provided by WPCI
On-site and off-site specimen collections and testing, some travel required
Cover a one week on-call rotation, nights and weekend

Qualifications:

Office Experience
Strong Attention to Detail
Organization
Ability to understand Federal and State regulations
Reliable transportation
Clean driving record
High school diploma, or equivalent

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.