

Client Service Technician FT/PT – Kearney, Nebraska

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 30 minutes of Kearney, NE

Flexible hours

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.

Job Type: Part-time

Salary: \$15-\$16 per hour

Schedule:

- Monday to Friday
- Weekend availability

Work Location: In person