



**Job Description:**

We are looking for a motivated, self-starting, energetic person to fill a part-time or full-time receptionist position, and to help open are soon to be Chicago office.

Becoming a Credit Coach or Affiliate, full training we will provide. And you can work from home.

Our Ideal Candidate must have the following requirements:

- Prior telephone answering experience in a call center environment
- Ability to meet and greet clients
- Be Bilingual English and Spanish a plus
- Ability to promote sales products effectively

Candidate will also be responsible for handling approximately 50 to 150 inbound telephone calls on a daily basis reaching high volumes at peak times. These calls will consist of calls from representatives, clients/customers and branch managers.

This position is a long-term/temporary assignment of which will be set upon job performance satisfaction. It consists of part-time hours of Monday through Saturday you choose between the hours of 8:00 a.m-8:00 p.m. We are located in Milwaukee, WI. Serious inquires need only to apply.

The position will start with commission and bonuses and move to Salary based upon job performance. (Commission \$25-\$40 dollars per client.) Affiliate average client per day 2-10.

Please visit our web-site at [www.mycitycredit.com](http://www.mycitycredit.com)

If interested, please attach and send your resume to [troy@Mycitycredit.com](mailto:troy@Mycitycredit.com)