



**Department:** Customer Service

**Start date:** April 8, 2019 (or when filled)

**Job title:** Customer Service Representative

**Reports to:** Brandon Peterson

**Hours:** Onsite, Part-time, M & W, 9-3:30. F, 9-3.

**Job Description:** Individual would perform administrative functions, answer customer inquiries regarding products, courses, and conference (via phone and e-mail), track and manage CCEF database for new and existing customers and promote CCEF resources and course materials with expertise.

**Position Qualifications:**

- Desire to advance the gospel in CCEF's ministry and work
- High school diploma or equivalent (College preferred but not required)
- Proficient in MS Work, Excel, and general web functions
- Warm and friendly disposition, competent, organized, and a team player
- Sales experience helpful but not necessary

**Requirements:**

- Travel- 5% or less

Resume and cover letter accepted through March 31, 2019. Please send them to Charlotte Eastlack, Director of Business & Finance, [ceastlack@ccef.org](mailto:ceastlack@ccef.org).

Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.