

Administrative and Customer Service Assistant

Excellent learning opportunity with generous leave and holiday time.

Do you want to make a difference in people's lives? Come work with a team who share the same passion for helping others and a department that is the core of the organization.

THE COMPANY:

The Arc of Texas promotes, protects, and advocates for the human rights and self-determination of Texans with intellectual and developmental disabilities (IDD). For over 60 years, The Arc of Texas has been instrumental in the creation of programs, services, rights, and benefits that is now available to more than half a million Texans with IDD.

- Help people live their best quality of life!
- Work with a great team who is making the world a better place!

THE POSITION:

We are looking for a full-time Administrative and Customer Service Assistant with excellent customer service, communication and organizational skills. This person will provide assistance to the Master Pooled Trust program by answering and troubleshooting phone calls and emails for existing Trust accounts, data entry, and other administrative duties. Position requires extensive customer service skills, including phone and email communication with people with disabilities. Bilingual in Spanish a plus! Must have a minimum of a high school diploma.

- Salary is based on experience and starts at \$15 an hour.
- 403B retirement plan with up to a 5% employer match/contribution
- Employer paid health, dental, and life insurance
- Five weeks paid leave, accrued bi-weekly

THE LOCATION:

The Arc of Texas is based in Austin, TX near the 183 and 290 intersection. No other travel is expected.

WHY YOU SHOULD APPLY?

- Make a difference
- Excellent benefits
- 5 day work week - Monday through Friday - 8am to 5pm
- We are closed for a week long winter break and still get paid.
- Opportunity for growth
- Great co-workers

INTERESTED?

Please send your resume, cover letter, professional references and salary requirements to:
accounting@thearcoftexas.org

NO phone calls & NO recruiter solicitations.