



Better Business Bureau®  
222 West Market Street  
Akron, OH 44303

## **Customer Relations**

9-3 Monday – Friday

**\$9.50 hr**

30 hrs per week

Job responsibilities include but are not limited to:

- Answer incoming calls
- Assist the general public i.e. walk-ins
- Process incoming and outgoing mail
- Data Entry
- Assist in monthly billing
- Assist in new member application processing (calling references, assisting in preparing new member packets)
- Responsible for maintaining scanned files
- Provide assistance to the President, Director of Operations and Trade Practice Managers
- Assist in all other general office duties