



Employment Fact Sheet

Date Posted on CSIT Job Board: 4/14/17

Date to Remove from Job Board:

EMPLOYER INFORMATION

Contact Name: Roxie Olivero-Winfield

Title: Office Manager

Company Name: Midstate Collection Solutions

Street Address: 2009-B Round Barn Rd

City: Champaign

State: IL

Zip: 61821

Phone: 217-351-1888

Fax: 217-351-1983

Email: careers@midstatecollections.com

Company website: www.midstatecollections.com

Company Description: MCS is a professional financial services organization dedicated to establishing long-term relationships to collect past due receivables through positive communication, integrity and accountability. Our positive, empowering philosophy of treating each person with respect, dignity, and empathy has proven to be overwhelmingly successful, which has allowed us consistent growth each year for almost two decades. Our office is fun, upbeat, and an ever-changing atmosphere, which helps keep you engaged and passionate. You will join a diverse team of enthusiastic, energetic, and dedicated staff that works together towards empowering people to genuinely feel good about paying their debt.

POSITION INFORMATION

Internship Temporary Permanent

Job Title: Administrative Assistant

Part-Time Full-Time

Job Description: You are a go-getter, detail-oriented, internally motivated, and driven to excel. You pride yourself on your positive attitude, ability to take coaching and direction to further your growth, and thrive on providing high-caliber customer service to each person you interact with. Admin Assistants wanted in a multiple depts to handle a variety of tasks such as data entry, filing, and customer service. Visit our website for the full job description.

Job Location: Champaign, IL

Job Requirements: 2+ years in office experience, proficient with Microsoft Office, outstanding customer service and communication skills, experience handling confidential information.

Degree Requirements: High School

Minimum GPA: (out of 4.0)

Special Skills/Certifications:

Pay Rate: 11.00

To Apply: email cover letter and resume

Application Deadline: 4/30/17