



Employment Fact Sheet

Date Posted on CSIT Job Board: 4/14/2017

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 Road

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: Client Relations Coordinator

Part-Time Full-Time

Job Description: As our Client Relations Coordinator, you will be responsible for generating correspondence to clients to verify or obtain information on accounts, track and resolve escalated client issues, and coordinate department to maintain long-lasting client relationships helping to ensure the highest level of client and consumer satisfaction. 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 leadership development, and thrive on providing high-caliber customer service to each person you interact with. Visit our website for the full job description.

Job Location: Champaign, IL

Job Requirements: Extraordinary customer service and communication abilities, passionate about leadership & people skills, demonstrates organizational & process management skills, 2+ years in office experience, familiarity with Accounting, Finance, Payroll, Purchasing, Human Resources, Training (preferred)

Degree Requirements: Bachelor's Degree in Business Administration/Management/Finance or experience-equivalent

Minimum GPA: (out of 4.0)

Special Skills/Certifications:

Pay Rate: 14.00

To Apply: email cover letter and resume

Application Deadline: 4/30/17