



# Employment Fact Sheet

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

**Date to Remove from Job Board:**

## EMPLOYER INFORMATION

**Contact Name:** Roxie Oliver-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:** Operations Coordinator

Part-Time     Full-Time

**Job Description:** As our Operations Coordinator, you will oversee the department, including all back-end operations, such as maintenance of computers and other office equipment to ensure smooth daily functioning. You pride yourself on your extreme attention to detail, positive attitude, organization, problem-solving skills, and outstanding ability to find or create unique solutions to difficult challenges. You oftentimes find yourself spearheading projects, creating and interpreting analytical reports. Your customer service skills are nothing less than exceptional. Visit our website for the full job description.

**Job Location:** Champaign, IL

**Job Requirements:** Extensive knowledge of computer hardware, software, networks, systems, security, and of the various types of typical office equipment, proficiency in Microsoft Office Suite, online interfaces, various web browsers, SSH File Transfer Protocol, and other computer software, advanced skills in database utilization and creation of data reports, forms, and tables, such as Microsoft Access, Oracle, etc., 2+ years of experience with system support and maintenance, familiarity with securely handling confidential information, superior customer service and communication abilities, demonstrates organizational & process management skills

**Degree Requirements:** Bachelor's Degree 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