

Diego Munoz

From: Delaosa, Cary [cary.delaosa@nc.gov]
Sent: Monday, January 11, 2010 9:59 AM
Subject: [advocacygroup] Job opportunities
Attachments: ATT00010.txt

NC HISPANIC CHAMBER OF COMMERCE IS NOW HIRING

We are hiring for a part-time bilingual administrative assistant.

Duties include:

Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
Maintain hard copy and electronic filing system
Setup and coordinate meetings and conferences and must be present at all events
Support staff in assigned project based work.
Maintain office calendar
Monitor and assist with maintenance of the organization's website
Answer telephones and open, sort and distribute incoming correspondence, including faxes and email
Prepare responses to correspondence containing routine inquiries
Prepare membership package
Other duties as assigned.

Knowledge of Microsoft Office, Excel and QuickBooks. Please send resume and cover letter to:

info@nchispanicchamber.org

World View is now hiring!

World View is currently hiring for its Program Associate position. The Program Associate provides support to World View's staff and offers general support for World View's annual programs. World View seeks an individual with a background in international studies and travel abroad experience, and prefers someone with experience in education. The individual should be committed to World View's mission of working with K-12 and community college educators to develop a global perspective.

A complete position description can be found on World View's website at www.unc.edu/world/staff.shtml.

Individuals who are interested can submit an application through UNC's HR website at <https://s4.its.unc.edu/RAMS4/details.do?reqId=1001015&type=S>. If you, or anyone you know, are interested in joining the World View team, please share this information and apply today. Applications must be submitted online by 5pm on January 15, 2010. Please do not respond to this email. Thank you!

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Triangle Transit (RTP)

Customer Service Representative .

Triangle Transit is currently recruiting for a Part Time Customer Service Representative for our Regional Call Center. This position is responsible for answering calls and information requests from the general public for the Regional Call Center. Hours for this position will be W-F 5 p.m.-10:00 p.m.,

every other Saturday 3:00p.m.-8:00p.m., and every other Sunday 12p.m.-5:00 p.m. Key responsibilities include (but are not limited to):

- Provide information for the public regarding local transit services, programs, and schedules.
- Provides information to the public regarding paratransit and ridesharing services.
- Answer incoming calls in a friendly, helpful manner via a multi-line phone system and provide information to the public at the Customer Service window.
- Sell Regional fare media using a computerized cash register system; process cash, check and credit card purchases; process daily reports for purchases.
- Mail schedules upon request.
- Track service complaints and perform other record keeping tasks.
- Process online purchases of regional fare media and other promotional items sold on the website.
- Maintains proper inventory of published service brochures.
- Operates all types of office equipment as needed including a Simplex Cash Drawer.
- Perform other duties as assigned and requested.

This position requires a High school diploma or equivalent with one year of related customer service experience. **English/Spanish bilingual skills are preferred.** The successful candidate will have the ability to work both in a team environment and independently. Scheduled call center representatives are required to work during adverse weather conditions.

Interested and qualified candidates should send resume and cover letter to jobs@TriangleTransit.org or mail to Triangle Transit, Attn: HR, PO Box 13787, RTP, NC 27709. We are an Equal Opportunity Employer.

Apply in person M-F, 9 a.m - 12 p.m, and 1:30 p.m - 4 p.m. at Triangle Transit Administrative Offices, 4600 Emperor Blvd, Suite 100, Durham 27703 ; submit resume to Triangle Transit by mail, Attn: HR, PO Box 13787, RTP, NC 27709; or [by email](#).

[Triangle Transit Employment Application](#)

Cary de la Osa
Administrative/Communications Support Specialist
NC Office of the Governor
Office of Citizens and Faith Outreach & Hispanic/Latino Affairs
116 West Jones St
Raleigh, NC 27603
919-733-5361
919-733-2120 Fax
cary.delaosa@nc.gov



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