



**Job Title:** Admin/Customer Service Representative (Bilingual English & Spanish)

**Location:** Chicago, IL (Cumberland Blue Line Stop)

**Type of Job:** Full-Time

**Summary:**

Castle Credit Co Holdings, LLC is a nationwide consumer finance company located in Chicago, IL. The company is seeking a dependable person to fill an open admin./customer service representative position. The position requires that the candidate fluently speak, read, and write English and Spanish. The company is conveniently located at the corner of I-90 Kennedy Expressway and Cumberland Avenue, just steps away from the CTA Cumberland blue line stop. Apply today for immediate consideration!

**Primary job responsibilities include:**

- Handle front desk operations including receiving visitors/vendors and routing calls
- Provide an excellent customer experience to incoming callers
- Accurately enter data into the system
- Generate, prepare, and mail various documents
- Perform filing and clerical functions
- Assist in additional tasks and duties as directed

**Requirements:**

- Minimum high school education
- Fluently speak, read, and write in English and Spanish
- Ability to operate a multi-line phone system (training to be provided)
- Punctuality and dependability
- Maintain confidentiality
- Strong computer and typing skills
- Strong attention to detail
- Excellent verbal and written communication skills
- Perform in a fast-paced work environment
- Ability to make independent decisions in a timely fashion

**Schedule:**

- Mondays, Tuesdays, Wednesdays, and Thursdays: 8:15AM – 5:00PM
- Fridays: 8:30AM – 4:00PM
- *Hours subject to change based on the needs of the business*