



Empowering Mississippians  
Who Are Blind Since 1942

## *MIB Customer Service Opportunity*

We are very excited to introduce a new job opening at Mississippi Industries for the Blind. This is a great opportunity for those who are blind or visually impaired to work in a professional environment while achieving their goals of gainful employment. Below are some of the skills and abilities to be successful at this position.

- Ability to process information quickly and accurately.
- Ability to handle routine customer transactions.
- Ability to work under time constraints.
- Ability to understand and apply new concepts.
- Ability to analyze information and evaluate results.
  
- Ability to effectively deal with complex customers.
- Ability to create positive customer relationships by defusing angry and upset customers.
- Attention to detail-documentation and follow-up.
- High school diploma or GED
- At least 1 year of customer service experience preferred.
- Knowledge of PC and internet applications
- Microsoft Office applications
- Excellent telephone tact and diplomacy
- Excellent written, verbal and interpersonal communication skills
- Proficiency in keyboarding/data entry
- Time management skills (dependable, accurate, and detail oriented)
- Successful completion of Background check
- Ability to work full time hours
- Reliable Transportation to and from job site.
- Ability to attend 100% of the required weeks of training

Final candidates for this position will need to successfully complete drug screening and a background investigation.

Job Type: Full-time