

From: MAXIMUS Outreach Coordinator Phone: 865-693-1177  
To: TUSCULUM COLLEGE KNOXVILLE Attn: STUDENT JOB POSTINGS Fax: 865-691-6391

Company: Reinhart FoodService, LLC  
Location: 4721 Singleton Station Road, South of Topside Rd, Louisville, TN 37777

POSITION TITLE: Clerical Support  
Job Requisition Number: 80073

Application WebSite: <https://secure.jobappnetwork.com/jobappl/jobappl.cfm?c=RFS>

Details: A Clerical Support person will assist managers and supervisors with general clerical duties including data entry, photocopying, and filing along with other duties as assigned. The qualified candidate must be able to multi-task and possess excellent follow-up skills with the ability to complete assignments/projects through to completion.

Qualifications include: A high school diploma or equivalent required, with an associate's degree preferred; minimum 1 - 3 years current office experience and must be proficient in Microsoft Word and Excel. Strong organization and customer service skills are required along with the ability to quickly learn and understand new technical concepts. The qualified person must be able to work independently with minimal supervision and as a team member. Position must pass a post offer drug test and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of a position.

POSITION TITLE: Customer Service Representative  
Job Requisition Number: 80072

Application WebSite: <https://secure.jobappnetwork.com/jobappl/jobappl.cfm?c=RFS>

Details: A Customer Service Representative will professionally respond and interface directly with customers. A qualified candidate will also handle requests by telephone for orders, substitutions, and pick-up and return credits also with other duties as assigned. Also, will give customer support with special requests and assist various departments in the Distribution Center as needed. Qualifications include; a high school diploma or equivalent, minimum of 6 months experience with data entry and working in a demanding customer service environment, dealing with customers on a day to day basis, via phone and/or in person is required. A CSR must possess strong interpersonal and exceptional problem solving skills in addition to being a team player. Position must pass a post offer drug test and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of a position.