



Customer Service Representative:

Utilities Protection Center Inc., dba Georgia 811 and located in Duluth Georgia is a call center for taking requests for marking underground utilities in the state of Georgia.

The customer service representatives is responsible for inbound calls from contractors, homeowners and utility members to ensure safe digging practices, education and encourage compliance with applicable laws in the State of Georgia.

The CSR will be responsible for answering telephone calls from members, contractors and the general public, recording excavation data correctly and accurately as given by the caller for both underground and overhead notifications. The CSR also assists callers by providing information about our service and explaining the process to our callers.

To apply for this position you must have 2yrs of customer service experience in a call center environment, working knowledge of Word, Outlook, Yahoo Maps, Bing Maps and Google Maps. You also must have demonstrated excellent communication skills, attention to detail, data entry and the ability to work independently.

Georgia 811 provides classroom training, plus additional on the job training.

We offer excellent benefit plans, medical, dental, 401k, telecommuting and a supportive working environment.

Qualified candidates must pass pre-employment drug and background checks.

We will not accept applications from agencies or applicants looking for IT positions.

Visit our website at: www.georgia811.com

Please email your resume to employment@georgia811.com