CUSTOMER SERVICE CORRESPONDENCE REPRESENTATIVE

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty-seven years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:
This position will be primarily responsible for assisting the Customer Service department in processing mail requests and keying data into our database. They may also assist in filing, data merging, verifying addresses of incoming/outgoing mail and additional projects as they arise. The Customer Service Correspondence Representative will report to the Customer Service Supervisor.

Essential Functions:
- Filing, merging data, and address verifying
- Accurately communicating information
- Keying data into our Windows-based database
- Reading and processing mail requests
- Emailing and/or calling our members

Qualifications:
- Excellent communication skills
- Attention to detail
- Ability to type 50+ words per minute with 98% accuracy
- Familiar with Windows Office Suite
- Familiar with 10-key
- Team player
- Strong work ethics
- Quick learner
- Part-time position–Monday-Friday, 11:30am-5:00pm

Other Requirements:
- Position is at Turning Point's international headquarters in Lakeside, CA.
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org