



Turning Point Ministries Job Opening- San Diego Headquarters

Part-Time 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 thirty-five years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

Position Summary:

This candidate will be primarily responsible for assisting the Customer Service department in processing mail requests and keying data into our data base. They may also assist in filing, data merging, verifying addresses of incoming/outgoing mail and additional projects as they arise.

Essential Functions:

- Filing, merging data, and address verifying
- Accurately communicating information
- Keying data into our Windows-based data base
- 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

Other Requirements:

- Position is at Turning Point 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