



**Turning Point for God
Job Description – San Diego Headquarters**

CUSTOMER SERVICE 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 responsible for answering calls and assisting the Customer Service department in filing, data merging, and verifying addresses of incoming/outgoing mail. They may also assist in processing mail requests and keying data into our data base.

The Customer Service Representative will report to the Customer Service Supervisor.

Essential Functions:

- Answering calls
- Reading and processing mail requests
- Emailing and/or calling our members
- Keying data into our Windows-based data base
- Accurately communicating information
- Other projects as they arise

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
- Bilingual in English and Spanish preferred but not required
- Part-time position—either Monday-Friday 6:00 AM - 11:30 AM; or 10:30 AM - 4:00 PM

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