



Job Title: Facilities Dispatcher/Call Center Representatives (Part-Time)

Location: Waltham, MA

Organization: Circles Sodexo Group

Circles is a key component of Sodexo's Quality of Life service offerings.

Today's changing lifestyles are prompting people to seek new ways of improving their quality of life. These new aspirations have opened up a new market of personal and home services, in which Sodexo is now delivering innovative solutions.

A multitude of factors contribute to the fast pace of life experienced by individuals. Companies are seeking solutions that make everyday life easier for their employees or customers in order to retain them and ensure their well being. From this point of view, company concierge services are a highly valued benefit.

To learn more, visit: <http://circles.com/offer/virtual-concierge-services/>

Job Responsibilities:

The Call Center Support - (Facilities Service Professional) representative position is a front-line role that handles incoming client calls while working within a facilities case management tool. The FSP answers calls and emails related to facilities management from: employees, technicians, and vendors. The FSP is required to assess the nature of the request, document and to dispatch to the appropriate party for resolution.

Job Requirements:

- 2 years of customer service or call center experience
- MUST BE AVAILABLE FOR ALL DAY PAID TRAININGS ON 7/22 AND 7/23

Interested in applying, email resumes to rob.chambers@sodexo.com

Posted On 7/8/15

Major: All Majors; Ideal: HVAC&R,
Building Technology; Computer
Technology

For further information please contact the offices of Career Services and Industry Partnerships:

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