

CUSTOMER SERVICE/RECEPTIONIST

Job Description

This is a new position which will be based out of our Phoenix office at 2432 W. Peoria Ave. We are hiring for a full-time employee to assist in the office and within our mobile services. Responsibilities include typical receptionist duties as well as fingerprinting customers for licensing and employment needs. If you have fingerprinting experience, great! If not, we'll train the right person.

The ideal candidate for the job must be able to work independently, be self-directed, want to learn, and technically proficient and most of all, like helping people.

Qualifications:

- 5 or more years of office or customer service experience
- Computer skills (indicate your skills in your resume or cover letter)
- Excellent driving record (You will be driving a corporate vehicle)
- Ability to pass a criminal history check
- AZ Notary (preferred)

Main duties:

- Greet in-person customers
- Answer phones
- Reply to customer emails
- Fingerprint customers
- Notarize documents
- Drive to customer location for fingerprinting

Physical aspects of the job include bending, stooping, lifting, pushing, pulling, reaching, driving, standing and/or sitting for periods of time.

Job Type: Full-time

Pay: \$15.00 per hour

Benefit After 90 Days

- Employer sponsored medical benefits
- 5 days' vacation accrued per year.
- 401K Matching

[COVID-19 considerations](#)

If interested, please send your resume and cover letter via email to info@arizonalivescan.

The Arizona Livescan Fingerprinting Network™ provides livescan and ink fingerprinting in over 50 locations. Other services include notary and ID photos. In addition to our walk-in fingerprinting location, we offer mobile fingerprinting in Phoenix and throughout the state of Arizona. *Arizona Livescan is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*