



Part-Time Customer Service Representative

The Distance Learning Company was established in 1997 and operates: Traffic School Online, Drivers Ed Online, and Notary Class Online.

You will receive and initiate telephone calls to our customers; answer questions about our online courses; retrieve and convey information and instructions and resolve customer problems.

To be considered for this position, you will:

- be professionally patient and courteous and demonstrate exceptional manners at all times.
- be well organized and detail oriented to provide accurate information.
- be able to comfortably navigate multiple computer programs simultaneously and be familiar with the keyboard.
- have excellent organizational, written and verbal skills.
- be energetic, adaptable, intelligent and proactive.
- be comfortable working closely with many personalities.

Spanish fluency is a plus!

Our employees have access to sensitive customer information and we require a thorough background screening (employers, credit, court records, DMV records, etc.)

Applicants please read carefully:

You must be a current resident of Sonoma County to apply:

We do not accept telephone calls, walk-ins or resumes. We require that you download our company application from our website: www.DistanceLearningCompany.com Click on "jobs" and scroll to the bottom of the page to click on the "Apply Here" button. Complete the application entirely and send it to us by fax or mail:

Fax: (707) 636-7640

Mail: HR Department
The Distance Learning Company
1955 Cleveland Avenue
Santa Rosa, CA 95401

If your application appears to be a match, we will contact you quickly by telephone and/or email.
Thanks for your interest!

We are an equal opportunity employer