



Position: Office Supervisor

Location: Medina, OH

Job Summary

The successful candidate must have 3-5 years customer service with previous experience as a supervisor/manager and has the ability to work both independently and as part of a team. The position will be responsible for departmental performance, proper staffing, training, cash handling, and other general office functions with a focus on quality customer service in a fast paced and ever changing technology driven environment. Must have strong computer skills with past billing system experience. Must be available to work a flexible schedule when needed. Full time position with benefits included.

How to Apply

Please visit <http://www.agoc.com/careers>