

POSITION ANNOUNCEMENT

Customer Service Representative

Walker & Company, LLP is a Washington, DC-based consulting firm that provides proactive and practical assurance and consultative services in accounting, auditing, and financial and business management. Our clients include government agencies, non-profits and community organizations, healthcare facilities, corporations, foundations, and venture capitalists. Employing a holistic approach to client business and providing the highest level of personalized customer service, Walker & Company delivers accurate, quality information that helps all of our clients become confident with their decision-making skills, comfortable with their choices, and clear about their directions.

Walker & Company, LLP is seeking a **Bilingual Customer Service Representative** (English/Spanish) in the Support Service Center. We are currently recruiting for the 12:00pm – 8:00pm shift. Customer Service Representatives in the Support Service Center answer incoming calls and assist callers with inquiries related to applicable homeowner refunds. Conducts research to accurately respond to inquires, both telephone and written inquires.

Skills and Experience:

High School diploma and at least three years experience in a customer service related position. Prior supervisory experience a plus. Strong organizational skills and excellent attention to detail are essential. Must possess good communication skills, including the ability to present information effectively and respond to questions from the general public. Computer literacy, especially with Microsoft Office is required. Knowledge of HUD loan programs is a plus.

If interested in applying for this position, please submit a letter of interest and resume to:
careers@walkerllp.com

Be sure to reference the position in the subject section of the email.

An Equal Opportunity Employer