

Illinois Job Order Bulletin Board Print Document

Job Order: **20495**

Job Title: **Picker / Packer**

Job Time Type: **Full and Part Time Positions**

Job Description:

**Location:** Aurora, IL

**Role:** Picker/Packer

**Pay:** \$11.00 per hour

**Shift:**1st (7am-4pm)

**Duration:** Contract (Part Time/Full Time)

Moonrise is currently seeking energetic pickers and packers, courtesy of one of our prestigious and growing clients, local to the Aurora/Naperville market area.

**Responsibilities:**

Prepare boxes with accurate labels for packaged material

Pack client product in boxes, according to specifications

Maintain an accurate record of all picked, packed, and palletized product

Responsible for maintaining a clean, organized, and safe work area

Miscellaneous other duties as assigned

**Qualifications:**

Previous experience as a Picker/Packer in a warehouse environment preferred

Great attention to detail

Diligent and punctual

Excellent time management skills

Education Level: **No Minimum Education Requirement**

Requires a Drivers License: **No**

Minimum Salary: **11.00 Hour**

Pay Comments: **DOE (Depends on Experience)**

Job Application Methods Accepted: **Via Email to [jharo@il.sercohq.com](mailto:jharo@il.sercohq.com)**

Application Comments: **Steps:**

1. Apply online <https://moonrise.works/application>
2. Email resume to Javier Haro [jharo@il.sercohq.com](mailto:jharo@il.sercohq.com)

**Employer Information:**

**Moonrise**

**2045 W Grand Ave**

**#202**

**Chicago, IL 60612**

Contact: **Javier Haro**

Email: [jharo@il.sercohq.com](mailto:jharo@il.sercohq.com)

## Illinois Job Order Bulletin Board Print Document

Job Order: **20494**

Job Title: **Bilingual Telemarketing Representative**

Job Time Type: **Part Time (Less than 30 Hours)**

Job Description:

**Location:** Remote (Work from Home)

**Role:** Bilingual Telemarketing Representative

**Pay:** \$14.50 per hour (Same Day Pay)

**Shift:** 1st (7am-4pm/8am-5pm)

**Duration:** Contract (Part time)

Moonrise is currently seeking articulate and ambitious Bilingual Telemarketing Representatives for multiple client locations across the Midwest. The ideal candidate has had prior experience in telemarketing, call centers, and/or another relevant role.

### **Responsibilities:**

Schedule current customer and/or new prospect appointments

Confirm accurate customer information

Make outbound customer phone calls and follow call scripts

Schedule customer appointments

Confirm accurate customer information

Answering phones and other administrative tasks

### **Qualifications:**

Previous cold calling experience preferred

Expect to make between 75-100 outbound phone calls during your shift

Must have a friendly voice and be very comfortable speaking on the phone

Plan on spending most of your time sitting at a desk and calling customers using targeted marketing messages to cross-sell and identify new prospects

Provide administrative assistance as needed

### **Requirements:**

Proficiency in English/Spanish **REQUIRED**

Reliable internet connection

Access to a computer that supports using microphone and speakers to make calls

Access to one of the following browsers: Chrome, Firefox, Edge

An area that is quiet and void of distractions to work from

Education Level: **High School Diploma or Equivalent**

Requires a Drivers License: **No**

Minimum Salary: **14.50 Hour** Pay Comments: **DOE (Depends on Experience)**

Job Application Methods Accepted: **Via Email [jharo@il.sercohq.com](mailto:jharo@il.sercohq.com)**

Application Comments: **Steps:**

**1. Please apply online first: <https://moonrise.works/application>**

**2. Email resume with Subject Line: Bilingual Telemarketing Representative to Javier Haro: [jharo@il.sercohq.com](mailto:jharo@il.sercohq.com)**

Employer Information:

Moonrise 2045 W Grand Ave #202 Chicago, IL 60612

Contact: **Javier Haro**

Email: [jharo@il.sercohq.com](mailto:jharo@il.sercohq.com)