



COMMUNITY
BLOOD BANK

A Member of America's Blood Centers

Our Donors Save Lives

Position: Telerecruiter

Location: Community Blood Bank of Northwest Pennsylvania & Western New York

Available Shifts: Monday through Friday 4 p.m.-8 p.m. and alternating Saturdays from 8 a.m.-12:30 p.m.

Position Purpose:

The telerecruiter is responsible for contacting blood donors by means of a telephone, conveying a specific type of need to those donors, and maintaining a record of donor responses and comments in a computer.

Position Duties:

- Contacts prospective donors by telephone to donate blood at upcoming blood drives.
- Screens donor for eligibility via telephone.
- Enters donor responses and comments into computer.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Registers donors at front desk.
- Answers telephones and directs calls.
- Maintains operations by following policies and procedures; reporting needed changes.
- Contributes to team effort by accomplishing related results as needed.

Requirements:

- High school diploma or GED required.
- Skills/Qualities:
 - Results Driven
 - Persistent
 - Effective at time management, telephone sales, customer service, and handling rejection
 - Has overall professionalism and a motivation for sales

Interested parties may contact Frank Balzer at (814) 456-4206 OR via email at fbalzer@fourhearts.org