

## **Memphis Pool**

### **Service Coordinator Job Description**

- Must have working knowledge of Word, Excel and Outlook
- Good communication skills-written and verbal
- Strong customer service skills
- Must be able to work in a group environment
- Ability to be coached and accept positive criticism
- Must be dependable
- Drug Free
- Strong organizational skills

Interested parties may contact [hr@memphispool.com](mailto:hr@memphispool.com)