



Do what you do best, let us handle the rest!™

ACCOUNTS RECIEVABLE SPECIALIST

JOB DESCRIPTION:

TrendHR is recruiting for an Accounts Receivable Specialist in Rockwall. This individual is primarily responsible for sorting, batching, scanning and applying all incoming payments for fleet accounts. Review/collect on assigned territories. Review and analyze rejections and next step resolutions.

Responsibilities:

- Applying Payments:
 - Open, sort, batch, tape total and scan all incoming customer payments
 - Create payment batches and apply payments to invoices
 - Review account details as applying payments
 - Address any overpayments, credits taken in error, or past due invoices
- Collections and Billing:
 - Soft collections on past due accounts via phone or email
 - Reconcile accounts as needed
 - Review/analyze accounts as needed
 - Meet or exceed metrics for collections
 - Research disputed items
 - Make necessary credit/debit memos
 - Process write offs

Experience:

- Minimum 3 years' experience in soft collections, cash applications, cash application, and accounts receivable
- Must be detail oriented with a high level of accuracy
- History of supporting a multi-unit business with hourly associates
- Intermediate Excel skills – pivot tables and additional functions
- Knowledge of Great Plains and Solomon is a plus

**If you would like to be considered for this position,
please apply with your resume today!**

214.553.5505 \ jobs@trendhr.com



Do what you do best, let us handle the rest!™

CAREGIVER

JOB DESCRIPTION:

TrendHR is partnering with a growing company in the Rowlett area that is looking for a great Care Provider. This is a full-time entry level opportunity that requires at least 1 year of experience. We are looking for a care provider who is able to show proof of a driver's license, proof of automobile insurance, and proof of diploma or GED.

This company has different locations in the surrounding Rowlett area that requires assistance with providing direct care. The main responsibility of the care provider is to assist and support with personal care, health maintenance, and independent living tasks.

Responsibilities:

- Provides continuous on-going active treatment by supporting all areas of program training, operations, and the overall needs of the consumer.
- Complete all documentation required for consumers and company operations.
- Be aware of all company policies and guidelines.
- Conduct all matters in a professional and mature manner while representing the company.
- To stay alert and awake while on duty, ensuring a safe and clean-living environment at all times.
- Attend all in-services/training as scheduled by the company
- Communicate in a timely manner all consumer, home and vehicle needs to the Home Manager.
- Assist/monitor all self-medications
- Encourage and support consumer to be active in community events, outings and opportunities.
- Ensure menus and diets are followed.
- Must be able to show proof of DL, Auto Insurance, and HS Diploma or GED

**If you would like to be considered for this position,
please apply with your resume today!**

214.553.5505 \ jobs@trendhr.com

CERTIFIED MEDICAL ASSISTANT

JOB DESCRIPTION:

We are seeking a Pediatric CMA (Certified Medical Assistant) to join the growing team in the Rockwall and Dallas area! TrendHR is partnering with a growing Pediatric office in search of 2 strong CMA's for a contract to hire role. You will be responsible for the assessment, diagnosis, and treatment of assigned patients.

Responsibilities:

- Administer nursing care to ill, injured, or disabled children
- Diagnose and establish patient treatment plans
- Monitor and report changes in patient symptoms or behavior
- Communicate with collaborating physicians or specialists regarding patient care
- Educate patients about health maintenance and disease prevention
- Facilitate referrals to other healthcare professionals and medical facilities
- Maintain accurate patient medical records
- Provide advice and emotional support to patients and their family members

Qualifications:

- Previous experience in a pediatric office or family practice (REQUIRED)
- Ability to administer injections to infants
- Familiarity with medical software and equipment
- Ability to build rapport with patients
- Strong problem solving and critical thinking skills
- Ability to thrive in a fast-paced environment
- Medical Assistant Certification required

**If you would like to be considered for this position,
please apply with your resume today!**



Do what you do best, let us handle the rest!™

CUSTOMER SERVICE REPRESENTATIVE

JOB DESCRIPTION:

TrendHR is recruiting for a great upbeat Customer Service Representative for a fast-growing company in the Rockwall area. This individual will be responsible for all activities related to customer service, order entry, order planning, and customer account management. This person would need to be very familiar with utilizing various computer softwares and effectively communicate requests throughout the company.

Responsibilities:

- Handle customer inquiries and customer orders
- Schedule appointments when needed
- Handling incoming telephone calls, emails, letters and messages.
- Provide information about the products and services
- Troubleshoot and resolve product issues and concerns
- Document and update customer records based on interactions
- Develop and maintain a knowledge base of the evolving products and services

Qualifications:

- Previous experience in customer service, sales, or call center
- Strong attention to detail and ability to work independently
- Ability to build rapport with clients
- Ability to use Microsoft Office suits
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills

**If you would like to be considered for this position,
please apply with your resume today!**

214.553.5505 \ jobs@trendhr.com



Do what you do best, let us handle the rest!™

FRONT DESK CLERK

JOB DESCRIPTION:

TrendHR is recruiting for a great upbeat Front Desk Associate for a fast-growing company in the Rowlett area. This individual will be responsible for all activities related to customer service, front desk, accounting support, and account management. This person would need to be familiar with utilizing a multi-line phone system, various computer software, and effectively communicate requests throughout the company.

Responsibilities:

- Handle customer inquiries and customer orders
- Schedule appointments when needed
- Cover the front desk reception area
- Handling incoming telephone calls, emails, letters and messages.
- Provide support to the Accounting department
- Provide information about the products and services
- Troubleshoot and resolve product issues and concerns
- Document and update customer records based on interactions
- Develop and maintain a knowledge base of the evolving products and services
- Job Requirements

Qualifications:

- Previous experience in customer service, accounting, or call center
- Experience with QuickBooks
- Strong attention to detail and ability to work independently
- Ability to build rapport with clients
- Ability to use Microsoft Office suits
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills

**If you would like to be considered for this position,
please apply with your resume today!**

214.553.5505 \ jobs@trendhr.com



Do what you do best, let us handle the rest!™

HR GENERALIST

JOB DESCRIPTION:

TrendHR is recruiting for an outgoing HR professional in Rockwall. This person will be responsible for providing support in functional areas of Human Resources including but not limited to employee relations, training, coaching, workforce planning, and performance management. Candidates must be comfortable supporting all levels of the organization and represent leadership.

Responsibilities:

- Help locations succeed by coaching leaders on strategy, driving performance, employee development and succession management
- Partners with management to resolve complex employee relations issues. Conducts effective, thorough and objective investigations
- Maintains knowledge of legal requirements affecting human resources functions and ensures policies and procedures are in compliance
- Provides guidance and interpretation of standards to ensure consistency in the execution of policies and procedures
- Ability to use human capital data to derive insight enabling smart decisions
- Coordinates development programs, performance review and recognition processes
- Prepares reports based on the needs of the organization supported
- Performs other support functions as needed

Experience:

- Previous experience in customer service, sales, or call center
- Strong attention to detail and ability to work independently
- Ability to build rapport with clients
- Ability to use Microsoft Office suits
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills

Skills:

- Excellent verbal and written communication skills
- Proven interpersonal skills, with the ability to work effectively with all levels of management and employees
- Must have the ability to manage highly confidential information
- Effective problem-solving skills
- HRIS systems technical aptitude
- Understanding of employment law and HR concept
- Excellent time management and organizational skills
- Strong attention to detail
- Ability to operate in a fast paced, changing environment
- Ability to prioritize workload and self-manage projects, handle multiple tasks

Education:

- Bachelor's degree or equivalent preferred

**If you would like to be considered for this position,
please apply with your resume today!**

214.553.5505 \ jobs@trendhr.com

MACHINE OPERATORS NEEDED

JOB DESCRIPTION:

TrendHR is currently recruiting for hard-working Machine Operators in Rockwall. Candidates will be responsible for activities related to daily operation of extrusion production lines in a wire and cable manufacturing environment. Activities shall support organizational objectives associated with productivity, quality and delivery.

Responsibilities:

- Effectively operate equipment in compliance with all quality, safety and customer requirements.
- Follow procedures, control plans and work orders.
- Perform product change-outs as required in a timely and effective manner.
- Properly identify and maintain tooling, conduct inspections and tests, complete inspection records.
- Work jointly with all departments and team members to address processing constraints and develop solutions.
- Complete all activities within compliance to Quality System Procedures (ISO 9001).
- Ensure activities are conducted in compliance with all Environmental, Health and Safety Procedures.
- Maintain a clean and orderly work environment.
- Other duties as assigned.

Qualifications:

- Minimum of two years of experience working in a manufacturing environment with exposure to quality systems and process controls.
- Basic reading, writing and math skills as required to follow procedures and complete inspection activities.
- Familiar with various measurement techniques/devices – rulers, micrometers, calipers.
- Able to distinguish colors as required for circuit identification
- Able to lift 50 lbs.
- Troubleshooting and deductive reasoning within a problem-solving environment.
- Organizational and multitasking skills are highly preferred.
- Ability to safely operate forklifts and other lifting devices.
- Working knowledge of PC applications in a MS Windows OS is preferred but not required.

**If you would like to be considered for this position,
please apply with your resume today!**



Do what you do best, let us handle the rest!™

MEDICAL SCHEDULAR

JOB DESCRIPTION:

TrendHR is partnering with a high-volume medical office in search of a friendly scheduler for their multiple offices in Rockwall, Rowlett and Dallas.

Responsibilities:

- Answering all incoming calls
- Scheduling patient appointments
- Calling for appointment reminder
- Insurance Verification

Job Requirements

- 1-3 years experience with medical multi-office scheduling (REQUIRED)
- Outgoing and friendly personality
- Insurance verification experience preferred

**If you would like to be considered for this position,
please apply with your resume today!**

214.553.5505 \ jobs@trendhr.com

SALES REPRESENTATIVE

JOB DESCRIPTION:

TrendHR is recruiting for a dependable Marketing Coordinator for a company in the Garland area. This position requires working independently with minimal supervision, selling service memberships, providing extensive follow up on all previous sales calls, and focusing on membership renewals for additional sales and services.

The Outbound CSR reports directly to the Office Manager. The Outbound CSR department is responsible for following up on sales calls and generating leads for the entire sales division. This position will use their customer service background and telephone sales expertise to quickly establish rapport with the customer, educate them on product offering and services, answer questions or address concerns, and assist the customer in choosing options that best fit their needs.

Responsibilities:

- Establish and develop strong customer relationships to generate new or renew soon-to-expire service memberships
- Effective time management to meet or exceed company minimum standards of 70 calls per day (the more calls booked & memberships sold, the less out bound calls required). You will be contacting customers in our database who have had prior experience with us
- Ability to listen empathetically and resolve customer complaints while updating customer account information
- Support the sales division with extensive follow up calls and emails resulting in lead generation
- Must have flexible availability for on-call after hours rotation for dispatch and CSR
- Ability to work in a fast paced environment where changes are common
- Must be trainable and master the calling script
- Must be motivated to work independently and multi-task
- Perform other duties as assigned by management

Qualifications:

- High school diploma, minimum 2 years telephone sales experience, industry experience is a PLUS
- Proficient computer skills (Microsoft office)
- Strong written and verbal communication skills. Ability to build rapport with customers and "close" on phone calls
- 40+ WPM typing skills

**If you would like to be considered for this position,
please apply with your resume today!**