



PDC4U

Position: Full Administration Assistant  
Company: Pay Data Center  
Location: Ogden, Utah  
Salary: Salary Based

**Company Overview:**

Pay Data Center is a forerunner in providing a total electronic payment solution, offering front-end and delivery for credit card and Automated Clearing House (ACH) transaction processing for companies nationwide. Other services provided are Recovery Scoring and Automated Voice Messaging.

**Description:**

PDC4U is seeking an Administration Assistant to assist in the processing, implementation, training, and support of new and existing customers. Other responsibilities include customer service over the phone and sales and marketing assistance. There is not extensive traveling involved. The position will also involve basic receptionist duties, direct correspondence with customers and third-party vendors, and tracking and follow up of customer applications and service agreements. The Assistant will also routinely coordinate and schedule GoToMeeting webinar sessions for the sales team, prepare and send out marketing materials, and work with third-party Customer Relationship Management (CRM) software. The assistant will also perform accounts receivable responsibilities.

**Requirements:**

Ideal candidates possess capabilities in the following areas: Must have dynamic people skills and a good listener. Must be healthy, active, wide-awake, and eager to learn. He or she should be earnest, dignified, enthusiastic, responsible and have a convincing manner. Person must be able to multi-task and conduct work in an organized and professional manner. Ideal candidate must be able to provide excellent customer service over the phone. Must have good written and verbal communication skills. Last but not least he or she must be a hard worker and enjoy working with other people in a team/workgroup environment. Moderate technical skills in the following areas are preferable:

- MAC OS X and Windows XP operating systems
- E-mail
- Word Processing
- Spreadsheets
- Presentation software

**Benefits:**

- Insurance benefits,
- Sick leave,
- Vacation
- Good working environment.