

Communication Specialist

South Central Planning & Development Commission is seeking two Communication Specialists at its Baton Rouge location. The main responsibility of these positions is to provide top-quality customer service for the East Baton Rouge Permit and Inspections Department. Duties include, but are not limited to fielding customer calls and scheduling inspections. These positions will also be responsible for coordinating communication of information from the permitting process to the inspection & plan review staff. These positions involve professional-level service and judgement, good communication skills, good computer skills, routine administrative tasks, works well with the public and coordinates well with office personnel. The individuals should possess a high school diploma as a minimum and have 4 years' minimum similar work experience, or possess an Associate's Degree from an accredited University. Knowledge of East Baton Rouge Parish's permitting process and/or experience related to permitting preferred. Call center experience a plus. These are full-time, hourly positions with permanent status and fringe benefits. Starting pay will be approximately \$17.50 - \$20.00 an hour depending on experience. Benefits include retirement, health/dental/vision/life insurance, paid holidays, vacation & sick leave. SCPDC is an EOE/ AAE

Resumes will be accepted until positions are filled. Send resume to: SCPDC Communication Specialist PO Box 1870, Gray, LA 70359 or email to: employment@scpdc.org