



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Service Plan Assistant

Company:	Farmers Home Furniture	
Contact:	Crystal Pittman	
Job Location:	Dublin, GA	
Posting Date:	02/21/2024	
Closing Date:	Until filled	
Phone/Email:	www.farmershomefurniture.com	
Service/Product		
Hours/Week: Monday-Friday		Shift: 8:00-5:00 pm
Salary: Will be discussed at interview		Benefits: Included
Travel Necessary: No		Relocation: No

To Apply:

Applicants can apply online at www.farmershomefurniture.com . For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Description of Job:

- Assist stores with finding new Service Centers to repair merchandise for customers
- Keep database up to date
- Work with claims approvals for Stores/Service Centers
- Input data into claims software for Stores and Service Centers



- Answer emails and phone calls
- Review weekly reports for Service Centers and claims status

Skills:

- Exceptional organizational skills and customer service skills
- Good telephone etiquette
- Good inter-personal skills
- Self-motivated and detailed oriented
- Knowledge and ability to use all standard office equipment including personal computers
- Accounting background a plus!