

Customer Service Adviser

Posted By: Mayjorad Pharmacies

Location: Fort McMurray

Salary: \$30.00 Per Hour

JOB ID : RJ5231445

Posting Date : 31-Jul-2024

Expiry date : 27-Jan-2025

Education : College/Diploma

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Overview

Languages

English

Education

Secondary (high) school graduation certificate

College/Diploma

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Supervise, coordinate, assign, and review the work of clerks and agents conducting surveys and interviews, collecting and compiling statistics, providing information and customer service, and writing correspondence, including emails and preparing materials.

Establish work schedules and procedures.

Coordinate activities with other units and departments

Prepare and submit progress reports and other documentation

Identify training needs and train workers in job duties and company policies

Ensure the smooth operation of computer systems and equipment and arrange for maintenance and repair work

Other related duties as directed

Benefits

Health benefits

Dental plan

Health care plan

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: mayjorad@yahoo.com

Posted on refugeejobportal.com