

# Customer Service Clerk

**Posted By:** Freedom Immigration Firm Yukon Ltd

**Location:** Whitehorse

**Salary:** \$27.45 Per Hour

**JOB ID :** RJ4883041

**Posting Date :** 13-Jun-2025

**Expiry date :** 10-Dec-2025

**Education :** College diploma/certificate is required

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### Customer Service Clerk (NOC 64409)

Join our team as a Customer Service Clerk at 2180 2nd Ave, Whitehorse, YT Y1A 5N6!

We're looking for a friendly and detail-oriented individual to provide excellent service and support to our valued customers. Start your next career step with us today!

#### Description:

- Permanent full-time, 1 position.
- Start Wage: \$27.45/hour, 35-40 hours per week.

#### Responsibilities:

- Answer written and oral inquiries
- Address customers' complaints or concerns
- Answer inquiries and provide information to customers

- Arrange for billing for services
- Arrange for refunds and credits
- Explain the type and cost of services offered
- Issue receipts and other forms
- Obtain and examine all relevant information to assess client feedback, enquiries and complaints in the delivery of meaningful information and services.
- Receive payments
- Answer clients' inquiries and provide information

Requirements:

- Required Language: English
- College diploma/certificate is required
- Need at least 1 year of experience in related field

**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: [freedomservices.info@gmail.com](mailto:freedomservices.info@gmail.com)**

---

**Posted on [refugeejobportal.com](http://refugeejobportal.com)**