

FRONT DESK COORDINATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#
Availability Requirements	;#Flexible work schedule, 4 days per week (7:30 to 5:00 per day).;#
Level / Salary Range	\$18-\$22/hour
Years of Experience	3-5 years
Position Area	
Date Job Posted	10/11/2018 12:00:00 AM
Application Deadline	11/11/2018 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/customer-service-coordinator/ Applications received via email will be redirected to the website
Job Description	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - Be the face of the company, first contact for customers. - Handling customer inquiries and scheduling appointments. - Assist around the office to keep it running smoothly and efficiently. - Filing, keeping the office organized and tidy. - Order office supplies and assist with part orders. - Coordinate with suppliers, cleaners, couriers and deliveries. - Take customer payments, assist with bank deposits and basic bookkeeping tasks. - Odd jobs, special projects and errands as needed.
Accessibility	

WorkBC Employment Services – Job Posting

<p>Desired Qualifications and Experience</p>	<p>THE PERFECT CANDIDATE: MUST LOVE CARS</p> <ul style="list-style-type: none"> - Excellent customer service skills with 2 to 3 years of administrative experience. - Youthful, easy going, can deal with busy and eager to learn. - Organized, efficient and able to prioritize. - Mechanical aptitude and keen to learn about cars. - Solid communication skills – written and verbal. - Outgoing personality with a positive attitude. - Computer / tech savvy – can learn new programs and set up new systems. - Proficient in Microsoft Office (Word, Excel, Outlook). - Some basic bookkeeping experience would be valuable. - Willing to commit a minimum of 1 year to the company and role. <p>Additional Information ABOUT THE ROLE:</p> <ul style="list-style-type: none"> - Full time, long term, year-round position - Starting wage of \$18-22/hour (starting at \$18/hour with potential increases based on performance). - Discounted automotive services. - Work with an amazing team of professionals in a fun and friendly environment.
<p>Opportunity Type</p>	<p>?</p>