

WorkBC Employment Services – Job Posting

CUSTOMER SERVICE / OFFICE COORDINATOR

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| Area of Relevancy | ;#Sea to Sky;# |
| Company / Employer | Whistler Personnel Solutions - Automotive Shop |
| City of the Job | Whistler |
| Address of the Job | Function Junction |
| Job Type | ;#Full Time;#long term, year-round position;# |
| Availability Requirements | ;#4 x 10-hour days;# |
| Level / Salary Range | \$18-\$20/hr |
| Years of Experience | 3-5 years |
| Position Area | |
| Date Job Posted | 11/22/2018 12:00:00 AM |
| Application Deadline | 12/22/2018 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>A very busy and successful automotive shop in Function is looking for a strong administrator to be their full-time, year-round Customer Service / Office Coordinator.</p> <p>This role is perfect for a quick study with positive people skills who's ready to learn something new. In addition to a great boss and awesome coworkers, benefits include a very good wage (\$18-\$20/hr), a 3-day weekend, extended health benefits, discounted automotive services, training opportunities and sponsored courses.</p> <p>DUTIES/RESPONSIBILITIES INCLUDE:</p> <ul style="list-style-type: none"> - Handling customer inquiries, 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. |

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| <p>Accessibility</p> | <p>;/#Accessible by Public Transit;#</p> |
| <p>Desired Qualifications and Experience</p> | <p>THE PERFECT CANDIDATE:</p> <ul style="list-style-type: none"> - 2 – 3 years of administrative experience. - Excellent customer service skills with strong multi-taking/organizational and problem-solving abilities. - Youthful, personable and easy going who work wells well in a busy work environment. - Able to prioritize tasks to complete projects by deadline. - 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. - Great schedule with 4 x 10-hour days allowing for a 3-day weekend. - Starting wage of \$18-20/hour with opportunities for learning and advancement. - Extended health benefits and discounted automotive services. - Educational funding available to learn more about the industry. |
| <p>Opportunity Type</p> | <p>?</p> |