

WorkBC Employment Services – Job Posting

CUSTOMER SERVICE / OFFICE 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;#Permanent;#long term, year-round;#
Availability Requirements	;#4 x 10-hour days allowing for a 3-day weekend.;#
Level / Salary Range	\$18-20/hr
Years of Experience	3-5 years
Position Area	Other
Date Job Posted	12/3/2018 12:00:00 AM
Application Deadline	1/3/2019 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.</p> <p>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><i>THE PERFECT CANDIDATE:</i> MUST LOVE CARS - 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> <p><i>Additional Information ABOUT THE ROLE:</i> - Full time, long term, year-round position.</p> <p>- 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>
<p>Opportunity Type</p>	<p>?</p>