

**CUSTOMER SERVICE REPRESENTATIVE**

<b>Area of Relevancy</b>	;#Sea to Sky;#
<b>Company / Employer</b>	Whistler Personnel Solutions
<b>City of the Job</b>	Whistler
<b>Address of the Job</b>	
<b>Job Type</b>	;#Full Time;#Permanent;#year-round;#
<b>Availability Requirements</b>	;#Flexible, 4-day schedule offering a choice of AM or PM shifts;#
<b>Level / Salary Range</b>	
<b>Years of Experience</b>	
<b>Position Area</b>	
<b>Date Job Posted</b>	1/10/2019 12:00:00 AM
<b>Application Deadline</b>	2/10/2019 12:00:00 AM
<b>Contact Name</b>	Jacki
<b>Contact Phone Number</b>	
<b>Contact Email</b>	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
<b>How to Apply</b>	TO APPLY: <a href="http://www.whistler-jobs.com/job/customer-service-reps/">http://www.whistler-jobs.com/job/customer-service-reps/</a> Applications received via email will be redirected to the website
<b>Job Description</b>	<p>A leading-edge tech company with a Whistler-based HQ is growing quickly and is now hiring! Ideally suited for a friendly customer service pro who likes the excitement of rapid growth and change. Offering an excellent wage, attractive perks, staff housing and a flexible schedule that gives you plenty of time for fun in the mountains and living the Whistler dream!</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>- Consistently offer professional, friendly and engaging service.</li> <li>- Have a thorough understanding of all our products and services.</li> <li>- Assist guests regarding transportation options in an informative and helpful way.</li> <li>- Accurately book and enter reservations requests using a leading-edge booking system.</li> <li>- Be an organized, responsible, punctual, accountable individual with a sense of urgency.</li> <li>- Recognize the importance of adhering to call center and customer service standards.</li> <li>- Liaise with dispatch and other departments as required.</li> </ul>

WorkBC Employment Services – Job Posting

	<ul style="list-style-type: none"> <li>- Work well with the call center team as a whole. This means actively contributing at team meetings, maintaining flexibility in your schedule, and adapt to changes in workflow and environment as the business is ever-changing.</li> <li>- Follow department policies, procedures and service standards.</li> <li>- Happily assist with other duties and projects as assigned.</li> </ul>
<b>Accessibility</b>	
<b>Desired Qualifications and Experience</b>	<p><b><i>Skills/Qualifications:</i></b></p> <ul style="list-style-type: none"> <li>- You are a natural communicator. You are known for your friendly, calm nature. You are comfortable with the imperfect.</li> <li>- You would love to get in on the ground floor with a leading-edge, expanding tech company, broaden your skills and challenge yourself all while living the Whistler dream!</li> <li>- Natural communicator and a good listener with excellent phone communication skills.</li> <li>- Understands and knows how to deliver excellent customer service.</li> <li>- Computer-savvy , experienced with Windows and MS Office and can quickly learn new programs and platforms.</li> <li>- Brings a positive mindset and fun energy to the team.</li> <li>- Administratively strong, organized and pays attention to details (always!)</li> <li>- High school diploma or equivalent preferred</li> <li>- Excellent communication skills – including reading, writing and clearly speaking in English</li> <li>- Available to work a variety of shift patterns including some evenings and weekends</li> </ul> <p><b><i>Additional Information:</i></b></p> <ul style="list-style-type: none"> <li>- Several full time, year-round and seasonal positions available starting in September and October</li> <li>- Flexible, 4-day schedule offering a choice of AM or PM shifts and 3-day weekends!</li> <li>- Base hourly wage with room for growth and other perks.</li> <li>- Perks include health and wellness package, travel benefits and extended health options</li> <li>- Opportunities to grow and cross train in various departments</li> <li>- Regular staff social events.</li> <li>- Super social, close-knit team atmosphere where you can build a long-lasting career and great friendships!</li> </ul>