



## JOB/PLACEMENT OPPORTUNITY

Posting Date: September 25 2019

Deadline: October 2 2019

# CUSTOMER SERVICE ADMINISTRATOR

**Location:** Mississauga, ON

### About the Company:

Orkin Canada is a leader in advanced sanitation and environmentally friendly pest elimination services. For more than a half-century Orkin Canada has set the standard for the pest control industry in Canada. Our professionals prevent and manage pests in all categories of business - from residential to commercial to manufacturing, industrial, shipping, mining, grain and government.

### Description:

We have an opening for a full-time permanent Customer Service Representative at our Kennedy Road office. Duties will include:

- Process paperwork to ensure information is delivered to appropriate departments on time
- Reconcile customer accounts, and answer any customers billing questions
- Take appropriate steps to resolve any customer accounts receivable issues and collect on delinquent accounts
- Act as customer liaison, resolving customer problems and selling products and services based on the customers' needs.
- Update internal system with notes regarding customers and service
- Other duties as assigned by management

### Requirements:

- High school diploma or GED required
- A certificate or diploma in a related field preferred
- Exceptional communication, interpersonal, conflict resolution, and customer service skills
- Must be computer literate with an intimate knowledge of Microsoft office (Word, Excel, and Outlook)
- Ability to work under pressure while ensuring close attention detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Will have to undergo a criminal background check; sign a non-compete agreement; participate in testing as part of the interview process

### Benefits:

We provide a competitive salary/bonus package, benefits, and the potential for growth.

### How to Apply:

Please forward your resume to Dale Kurt with the job code in the subject line. No phone calls or agencies.

**Job Code:** CSA973-012019

**Email:** DKurt@orkincanada.com

We thank you for your interest, however, only those that qualify will be contacted for an interview. Thank you!



*Orkin Canada is an equal opportunity employer and is committed to employment equity.*

*Accommodations are available on request for candidates taking part in all aspects of the selection process.*