



JOB/PLACEMENT OPPORTUNITY

Deadline: January 11, 2021

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 Administrator at our Brampton Branch. 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.
- Primary point person dealing with Bird & Wildlife administration and scheduling
- 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, benefits, and the potential for growth.

How to Apply:

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

Job Code: CSA11-122020

Email: ebandurka@orkincanada.com

Fax: 905-712-0336



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.