



JOB/PLACEMENT OPPORTUNITY

Deadline: April 30, 2021

CUSTOMER SERVICE REPRESENTATIVE

Location: Sudbury, 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 Permanent **full-time** Customer Service Representative at our Sudbury branch. Duties will include:

- Attend to customers' questions, requests, problem resolution, sales, etc.
- Paperwork processing; data entry; scheduling; data analysis
- Inventory control and shipping
- Direct customer complaints to proper management staff
- General office duties

Requirements:

- High school diploma or GED required
- A certificate or diploma in a related field preferred
- Bilingual strongly 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 Andre Briere with the job code in the subject line. No phone calls or agencies.

Job Code: CSR09-042021

Email: abriere@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.