Pest Control
That Puts
People First

Customer Service Administrator
London, ON.

Who is Orkin?

ORKIN is the largest pest control company in Canada. For nearly a century, we have been the go-to company for commercial and residential pest control, and we are known for our proactive approach each technician takes, thanks to our Award winning training systems designed to give our technicians the best opportunity to thrive in the pest control industry.

Key Aspects of the Role

Responsibilities

ORKIN Customer Service Administrators are our brand ambassadors who complete a number of activities on a day-to-day basis. Your day may consist of:

- Process paperwork to ensure information is delivered to appropriate departments on time
- Reconcile customer accounts, and answer any customers billing questions
- Take steps to resolve 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

Essential Qualifications

- **Education:** A high school diploma. A certificate or diploma in a related field preferred.
- **Skills:** Exceptional communication, interpersonal, conflict resolution, and customer service skills. Must be computer literate with an intimate knowledge of Microsoft office (Word, Excel, and Outlook).
- **Adaptability:** Ability to work under pressure while ensuring close attention detail. Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Other Requirements

- **Integrity and Legal Compliance:** Ability to pass a criminal background check and adhere to non-solicitation policies.

What's in it for YOU?

We value our employees and are committed to supporting their personal and professional growth. Here's what you can expect as part of our team:

- **Competitive Salary –** Starting at $750 weekly PLUS bonuses
- **Pension Plan -** Secure your future with our employer-supported pension plan.
- **Comprehensive Health Benefits -** Including health, dental, vision, life Insurance coverage
- **Stock Purchasing Plan -** Invest in your future with the opportunity to purchase company stock.
- **Dependent Education Allowance Program -** Support for your dependents' educational expenses.
- **Career Advancement -** We're committed to helping you grow and advance within the company.
- **Referral bonuses**
- **Company events**
- **And more!**

Join us and be a part of a supportive team that values your contributions, growth, and well-being!

How to apply:

Please click on the following link to apply:
https://hr.orkincanada.com/job/apply?requisition=93D4D660-9839-4CE4-A232-00F08B676EC9

If you intend to apply for this position, please inform your current manager.

This posting fills a current vacancy. 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

ORKIN CANADA™
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