

**MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT**

<b>POSITION</b>	<b>BILINGUAL -SPANISH &gt; ENGLISH CALL AGENT</b>
<b>JOB NUMBER</b>	2301
<b>NUMBER OF POSITION/S</b>	TBD
<b>NOC CODE</b>	1453
<b>CLOSING DATE</b>	No Closing Date
<b>LOCATION</b>	Winnipeg, MB Downtown
<b>ACCESSIBLE BY TRANSIT</b>	Yes
<b>HOURS PER WEEK</b>	20
<b>HOURLY WAGE RANGE</b>	\$14.91 - \$14.91
<b>JOB TERMS</b>	Part Time
<b>JOB DESCRIPTION</b>	Working in a fast paces call center, taking donations as well as assisting customers with issues regarding their account and processing payments. Bilingual Spanish > English ; phone calls will be taken in Spanish and English, Translation between Spanish and English will NOT be required.
<b>JOB DUTIES</b>	Answering phone calls High call volume Answering questions regarding accounts (payment history) Taking donations and processing payments. Sales
<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	Multi-tasking Able to work in a fast paced environment Spanish Language Fluency - Fluent (MUST) English Language Fluency - High > Fluent (MUST)
<b>OTHER DETAILS</b>	20 per week (part-time) with the potential for a full time position. Term position (3 months) with the potential for permanent placement.  Training: 1 week training class
<b>APPLICATION PROCESS</b>	Send targeted resume Apply through your CC
<b>APPLICATION DETAILS</b>	Please apply by sending your TARGETED resume to your Career Coach. Please indicate the job number and title in the application.
<b>JD</b>	Jemini Beroud