

Customer Service Agent Agency Hertz Car Rental

Job Description

Looking for a Customer Service Agent who could access and process information, Address customers' complaints or concerns, Answer inquiries and provide information to customers, Arrange for billing for services, Arrange for refunds and credits, Explain the type and cost of services offered, Issue receipts and other forms, Perform general office duties, Receive payments

Main Duties

- Process customer cash deposits and withdrawals, cheques, transfers, bills and credit card payments, money orders, certified cheques and other related banking transactions
- Obtain and process information required for the provision of services, such as opening accounts and savings plans and purchasing bonds
- Sell travellers' cheques, foreign currency and money orders
- Answer enquiries and resolve problems or discrepancies concerning customers' accounts
- Inform customers of available banking products and services to address their needs.

Employment requirements

- Completion of secondary school is required.
- A college diploma in business administration may be required.
- On-the-job training is provided.

Location: Winnipeg

Contact Email:

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