



customer service clerk

Description

Customer Service Clerks have a variety of duties such as offering advice and information to customers, solving problems and handling complaints, updating records, taking orders and selling products or services.

Duties

- Develop communication strategies
- Answer written and oral inquiries
- Co-ordinate special publicity events and promotions
- Gather, research and prepare communications material
- Answer inquiries and provide information to customers
- Arrange for refunds and credits
- Issue receipts and other forms
- Receive payments
- Answer clients' inquiries and provide information

Qualification

two years work experience

Closing Date

December 31, 2024

Categories

Health

Employer

10015379 Manitoba Ltd.

Location

Assiniboine South

Address

2365A Ness Ave
Winnipeg, R3J 1A5

Job Type

Full-time

Education Level

College

Wage

\$17.00 - \$19.00