



## client service clerk

### Description

#### About Us

Located in Vancouver and Winnipeg, Shengshi Immigration Consulting Inc. offers top-notch services in international education, visa applications, immigration consulting, and foreign real estate investments. Officially registered by the College of Immigrations and Citizenship Consultants, we deliver customized service to our clients, ensuring a dependable and welcoming experience on their Canadian immigration journey, with a focus on achieving the highest success rates.

#### Duties

##### Job Description:

1. Answer customer inquiries in person or over the phone.
2. Provide information to customers regarding our immigration and education services.
3. Respond to customer complaints and resolve issues related to our services and policies.
4. Arrange for refunds, exchanges, and credits where applicable.
5. Manage and update client immigration and education application records.
6. Handle both mail and electronic communications, especially those related to immigration and education matters.

### Closing Date

January 31, 2025

### Categories

Services

### Employer

Shengshi Immigration Consulting Inc.

### Location

Assiniboine South

### Address

1577 Pembina Hwy  
Winnipeg, R3T 2E5

### Job Type

Full-time

### Education Level

College

### Wage

\$16.00 - \$18.00

7. Order office supplies, maintain inventory, and ensure the smooth operation of office equipment.
8. Schedule and confirm appointments and meetings.
9. Greet visitors and direct them to the appropriate person or department.

1 vacancies

Benefits : Bonus

Other benefits

- Free parking available
- Team building opportunities

## **Qualification**

### **Basic Requirements:**

1. College diploma or higher
2. Relevant work experience in administrative roles.
3. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
4. Excellent communication and coordination skills, detail-oriented, and proactive in work.
5. Strong team spirit and a high sense of responsibility.

### **Preferred Requirements:**

1. Degree in administrative management or a related field.
2. Background and work experience in the immigration or education industry.

## **Email**

info@shengshiyimin.com

## **Phone**

(204) 306-4911