



Office Position Available!

Description

Local sunroom manufacturer and construction company is needing to hire a Client Experience Manager. This position will support the Sales Team by ensuring all clients', or potential clients', needs are addressed in a friendly, compassionate, and timely manner. Liaise and file appropriate documentation with municipal authorities and schedule and communicate regularly with contractors and clients.

The Client Experience Manager is responsible for ensuring the client's expectations are managed both internally and externally. They will greet and show clients around the displays and showroom. The incumbent builds and maintains business relationships with the clients, contractors, and suppliers by providing prompt, accurate service to promote customer and contractor loyalty. They will assist with scheduling and communicating all tasks related to the project. They manage the company switchboard and ensure calls are transferred to the appropriate personnel.

Suitable candidates must possess a high school diploma (or equivalent). A vehicle and valid driver's license is also required as we are located in Headingley, a five minute drive past the Perimeter on

Closing Date

March 21, 2026

Categories

Trades and Construction

Employer

SunCo Sunspaces Inc.

Location

St. James-Assiniboia

Address

4835 Portage Ave. Headingley,
R4H 1C7

Job Type

Full-time

Education Level

High School

Wage

\$17.78 - \$20.19

Email

Portage Avenue. They must also speak English fluently, and have strong computer skills (including knowledge of Windows 11, MS Office, email) and excellent typing skills with accuracy. A sense of humour is encouraged and a love of science fiction and 80's pop culture references are optional. 😊

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