Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Customer Service Assistant

Job ID	**18-A9-19-52-90-C4**	
Web Address	https://careers.indigenous.link/viewjob?jobname=18-A9-19-52-90-C4	
Company	Farm Credit Canada	
Location	Dauphin, Manitoba	
Date Posted	From: 2021-05-31	To: 2021-06-27
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Job Salary	To Discuss	
Languages	English	

Description

Job Number: R-1002523
Location: Dauphin, Manitoba
Closing Date (MM/DD/YYYY):06/27/2021
Worker Type: Casual
Language(s) Required: English
- Customer service skills a must
- Greet everyone with a warm smile and friendly reception. - Use your organizational, word processing and computer skills to prepare documentation, maintain filing systems and manage correspondence. Weâ€™re looking for someone to help us occasionally when coverage is needed in the office. These works shifts will be infrequent on an as-needed basis.

What youâ€™ll do:
- Respond to inquiries in person and over the phone
- Maintain customer records by updating and recording account information
- Process incoming and outgoing mail, order office supplies and schedule appointments
- Accept customer payments, handle receipts and complete daily bank deposits

What weâ€™re looking for:
- Customer-focused with strong teamwork and people skills
- A friendly attitude that connects with customers
- Organized and detailed multi-tasker
- Able to deal with change, make decisions and solve problems

What youâ€™ll need:
- A certificate in office administration or at least one year of related experience (or equivalent combination of education and experience)
- Basic administration skills
- A love for agriculture

How to Apply

To apply, please click Apply Now!