

FCC – Farm Credit Canada

Customer Service Assistant

Worker Type:
Short-Term (Fixed Term)

Language(s) Required:
English

Term Duration (in months):
6

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.

What you'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
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What we'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
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What you'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