

BILINGUAL CUSTOMER SERVICE AGENT

Work location: Sainte-Marie de Beauce, QC

Main functions

As a member of the customer service team, your principal responsibilities is to respond to the questions of both current and potential clients and to help customers with their problems or to refer them to a technician.

Requirements and working conditions

Education: Secondary school diploma

Applicants must be fully BILINGUAL (French/ English).

- Excellent keyboarding skills
- Basic understanding of computers
- Motivated to work on the phone
- Resourceful and able to learn
- Excellent communication skills both oral and written
- Effectively interact with clients in both good and bad situations
- Independent and able to work with little or no supervision
- Bilingualism obligatory (French/ English)
- Other languages an asset

Positions available

1 full time day (Sunday to Thursday)

1 full time evening (Sunday to Thursday)

1 full time day (Tuesday to Saturday)

Send to:

Human resources

CAZTEL COMMUNICATIONS

C.P. 425, Sainte-Marie, Québec

G6E 3B7