# Customer Service Assistant (Casual)

# Charlottetown, PEI

# Casual

# English

# Applications close: August 17, 2022

### 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. We’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 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

### 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

### 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

To apply, visit fcc.ca/Careers