

Customer Service Representative

Rogers' Chocolates Ltd.

Posted: May 07, 2024.

Expiring: May 17, 2024.

Salary: hourly compensation with benefit plan, \$17.30 to \$19.40 per hour

Job Type: Full Time, (8:00am to 4:30pm M-F).

Start Date of Employment (approx.): ASAP

Minimum Education: Post Secondary experience.

Job Title: Customer Service Representative Webstore.

Industry: Manufacturing

Job Location: 4253 Commerce Circle, Victoria, British Columbia

Job Description

Working in our online and Call Center this position plays an active role on a team in the execution of programs and support functions in all sales channels of the company personally and/or with others. Support will include responding to customer inquiries, answering phone calls, entering customer orders, and managing website processes as directed.

This is a permanent position ideally suited to someone who is seeking to gain internal sales and website experience.

Qualifications

- Sales experience in retail environment and/or a related experience.
- Excellent interpersonal skills.
- Excellent command of Microsoft suite.
- Experience with Social Media platforms is a benefit.
- Experience with Sage 300 software a benefit.
- Ability to work with limited direction.
- Attention to detail with a high degree of accuracy.
- Ability to complete several concurrent tasks at a time.
- A commitment to exceeding quality standards.

How to Apply

Please send your resume and cover letter to: ap@rogerschocolates.com