



Customer Service Clerk

Posted by: Freedom Immigration Firm Yukon Ltd

Location: Whitehorse

Salary: \$27.45 Per Hour

Job Details

Job ID

NCJ7263428

Posting Date : 13-Jun-2025

Expiry Date : 10-Dec-2025

Education : College diploma/certificate is required

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Customer Service Clerk (NOC 64409)

Join our team as a Customer Service Clerk at 2180 2nd Ave, Whitehorse, YT Y1A 5N6!

We're looking for a friendly and detail-oriented individual to provide excellent service and support to our valued customers. Start your next career step with us today!

Description:

- Permanent full-time, 1 position.
- Start Wage: \$27.45/hour, 35-40 hours per week.

Responsibilities:

- Answer written and oral inquiries
- Address customers' complaints or concerns
- Answer inquiries and provide information to customers
- Arrange for billing for services
- Arrange for refunds and credits
- Explain the type and cost of services offered
- Issue receipts and other forms
- Obtain and examine all relevant information to assess client feedback, enquiries and complaints in the delivery of meaningful information and services.
- Receive payments
- Answer clients' inquiries and provide information

Requirements:

- Required Language: English
- College diploma/certificate is required
- Need at least 1 year of experience in related field

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: freedomservices.info@gmail.com

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