

Call Centre Representative

Contract: ASAP

Salary: Based on experience

Contact: Marlene Parsons

Applications deadline: January 23, 2012

Clean Nova Scotia is looking for someone to join our Call Centre Team. It is a demanding and extremely stimulating role that assists programs to achieve targets by efficiently booking our team of Field Representatives. Ultimately, this position receives inbound and places outbound calls to promote our suite of programs to homeowners throughout the province.

The successful candidate will be dynamic and motivated. They will possess excellent computer, time management and interpersonal skills.

Clean Nova Scotia is a fun, diverse workplace with a laid-back style and passionate staff. We house a wide variety of programs and there is therefore the opportunity for cross-pollination and relationship building with other organizations. Our approach is always collaborative and team oriented.

Qualifications:

- Call Centre experience (incoming and outgoing)
- Experience with technology (Microsoft programs, excel, word, Google docs, data bases, etc.)
- Excellent customer service experience.
- Ability to work under pressure, demonstrate initiative and manage multiple priority areas.
- Experience working within a team environment as well as independently.
- A passion and dedication to the environment is an asset

Please submit your cover letter and resume in one document prior to Monday, January 23, 2012 via email to mparsons@clean.ns.ca. We appreciate all interest, however, only those selected for an interview will be contacted.