

Calling all Customer Service Professionals!

Manpower is currently looking for a superstar to fill a Customer Service Representative contract role for our client in Dartmouth. If you have exceptional telephone etiquette, previous customer service skills and strong data entry skills, we want to hear from you! This is a contract role with the potential to become a permanent opportunity for the right candidate.

As a Customer Service Representative your responsibilities would include:

- Processes inbound and outbound customer service calls professionally, efficiently, courteously and with appropriate discretion and sense of urgency
- Takes and dispatches messages accurately while following strict protocols provided by clients
- Assists with representative training, as needed. Works on special projects, as needed

Education and Experience Required:

- Education equivalent to a High School diploma/GED or the equivalent in related work experience
- Exceptional telephone etiquette is required as well as the ability to maintain complete confidentiality of any and all information gained while performing this role
- Previous customer service or call center experience preferred
- Demonstrated ability to type 30 words per minute preferred
- Proficient in the English language
- Bilingual (Spanish) an asset
- Demonstrates a good working knowledge of Microsoft Office, in order to successfully navigate through the multiple computer systems
- Demonstrates the ability to gain a basic understanding of the Infinity system and the associated call center systems (a plus)

This position offers you:

- Full-time hours
- Jobs starting very soon – start working right away!
- Pay rate of \$11.50 per hour with a raise if you complete 3 months at the client
- Valuable professional experience with a major local company

Manpower offers associates valuable work experience, opportunities for training & development, and professional advice. Manpower also has great perks for associates including discounts on hotels, home & auto insurance, apparel, and much more!

ManpowerGroup recognizes the importance of providing an accessible and barrier-free environment. We are committed to creating a welcoming, fair and inclusive environment by offering equal opportunity to access our services. At ManpowerGroup, we are committed to providing accommodations, and will work with you to meet your needs.

We love referrals! Refer a friend to Manpower and earn a Referral Bonus if they get hired!

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