



Customer Service Representative – Toronto, ON

Firemen Movers is looking for a Customer Service Representative to join their successful and well-established moving company, located in Etobicoke. As a Customer Service Representative, you will play a vital role in managing the company's growing volume of orders. This is a part-time position with the opportunity to become full-time. We are looking for an individual with availability to start as soon as possible.

Job Description:

- Communicating with clients via phone and e-mail (which include providing clients with service costs/charges and general moving information)
- CRM/Data Entry
- Reviewing invoices and payment processing
- General office duties

Preferred Qualifications:

- 1-3 years of experience in a customer service role
- Moving industry experience is an asset
- Excellent written and verbal communication skills
- Strong interpersonal skills with customer focus
- Proficiency in MS Office, Excel and CRM software
- Excellent organization, time management and detail orientation

This position is for 3 days a week, Monday through Friday, potentially leading to 5. The hourly rate to start is \$18/hr. If you have the relevant experience, please send your resume and a synopsis of why you'd be a good fit to melissa.palma@firemenmovers.com.