

Customer Service Representative

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Company: Marittas LLC

Location: Canada

Category: office-and-administrative-support

Maritta's LLC provides a virtual telephony and technology platform to connect primarily work at home service professionals. We secure contracts with clients interested in outsourcing independent contractors.

The Role

You will be responsible for :

Handling inbound calls and emails in a professional manner.

Resolving customer inquiries and requests and ensuring strong customer satisfaction.

Working with various internal teams to ensure prompt and accurate order processing and delivery.

Escalating customer feedback as required.

Ideal Profile

You have at least 1 year experience within a Admin Assistant or Customer Service role, ideally within the Professional Services industry.

You possess excellent interpersonal as well as written and verbal communication skills.

You pay strong attention to detail and deliver work that is of a high standard

You are highly goal driven and work well in fast paced environments

You are adaptable and thrive in changing environments

Must pass a background check

What's on Offer?

Opening within a company with a solid track record of success

Opportunities for career growth & development

Opportunity to make a positive impact

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