

Position: Bilingual (French) Customer Service Representative

Overview

This role is a key part of our ContractorCheck service and involves assisting with the engagement and registration of contractors, as well as membership and client support.

Primary Functions

- Promote the benefits of ContractorCheck membership to contractors, obtain contractor registrations, meet targets, handle and reverse objections
- Provide ongoing support and guidance to contractors throughout the registration process
- Effectively use our system to record and document contractor information and communication

Required Qualifications & Experience

- Bi-lingual (French and English) is an must, and required for this position
- Minimum 12+ months experience in a customer service/sales call position
- Ability to meet targets
- Excellent customer service skills
- Excellent verbal and written communication skills, including a confident and polite telephone manner
- Highly resilient and not easily deterred
- Ability to multi-task, professional, organized, flexible with a high degree of initiative, ability to balance a fluctuating workload, problem solver, self-sufficient

Please send your resume to Sharon Donnelly by fax at 416-640-2445 or via email at sdonnelly@contractorcheck.ca. Only those candidates being considered for an interview will be contacted.