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## Customer Service Manager

**Posted by:** Tajpur Investments ltd

**Posting date:** 04-Dec-2024      **Closing date:** 24-Dec-2024

**Education:** High School

**Language:** English

**Job location:** Abbotsford

**Salary:** \$35.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1274630

## Job description:

Job description:

Salary: \$35.00/Hourly

Job Type: Full-Time, Permanent

Start Date: As soon as possible

Language: English

Minimum Education: High School

Positions Available: 1

NOC Group: Customer Service Manager

NOC Job Title: Customer Service Manager

Job Location(s)

33406 South Fraser way

Abbotsford, British Columbia

V2S 2B5

Job Duties:

- Formulate and implement purchase and merchandise policies and setting prices.
- Maintain records of inventory levels and financial transactions.
- Plan, Direct and manage the operations of customer service department and check progress.
- Manage selection, training, and supervision of customer service staff.
- Study market trends, ongoing demand and supply and determine effect of existing competitors and new entrants into market.
- Prepare bills for merchandise to be sold and apply credit limits and policies.
- Plan budgets and authorize payments for expenses.
- Resolve customer and staff complaints in timely manner.
- Maintaining lasting relationships with customers.
- Determine staff requirements and fulfill any labour shortage.

Education & Experience Requirement:

Completion of secondary school is required.

Post-Secondary Training and/or one year of work experience in the field.

How to Apply:

email: [tajpurinvestmentsltd@gmail.com](mailto:tajpurinvestmentsltd@gmail.com)