



## Customer service representative supervisor

**Posted by:** Emmanuel Fortress Inc

**Posting date:** 01-Aug-2024      **Closing date:** 28-Jan-2025

**Education:** high school

**Language:** English

**Job location:** Louisbourg

**Salary:** \$23 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ3072376

Expired

### Job description:

- Supervise, coordinate, assign, and review the work of clerks and agents engaged in conducting surveys and interviews, collecting and compiling statistics, providing information and customer service, and writing correspondence including emails and preparing materials
- Establish work schedules and procedures
- Coordinate activities with other units and departments
- Prepare and submit progress reports and other documentation
- Identify training needs and train workers in job duties and company policies
- Ensure the smooth operation of computer systems and equipment and arrange for maintenance and repair work
- May perform the same duties as workers supervised.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [fortressinn7464@gmail.com](mailto:fortressinn7464@gmail.com)

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