



## Customer Service Clerk

**Posted by:** Meeko Supermarket Inc.

**Posting date:** 04-Apr-2024      **Closing date:** 01-Oct-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$Salary 21.00 to 31.00 hourly (To be negotiated) Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ1718162

Expired

## Job description:

### Responsibilities

#### Tasks

- Act as spokesperson for an organization
- Answer written and oral inquiries
- Assist in the preparation of brochures, reports, newsletters, and other material
- Develop and organize workshops, meetings, ceremonies, and other events for publicity, fundraising, and information purposes
- Prepare or oversee the preparation of reports, briefs, bibliographies, speeches, presentations, Website content, and press releases

Address customers' complaints or concerns  
Answer inquiries and provide information to customers  
Arrange for billing for services  
Arrange for refunds and credits  
Explain the type and cost of services offered  
Issue receipts and other forms  
Maintain records and statistics  
Obtain and examine all relevant information to assess client feedback, inquiries, and complaints in delivering meaningful information and services.  
Order office supplies and maintain inventory  
Receive and log complaints  
Receive payments  
Sell merchandise  
Answer clients' inquiries and provide information  
Consult with clients after the sale to provide ongoing support

### **Who can apply for this job?**

#### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

**Address: 10012 Franklin Ave, Fort McMurray, AB T9H 2K6**

**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: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)**

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