



Job Title:

**Service Appointment Co-Ordinator
Disbrowes – St. Thomas**

Job ID:

MF181

Description

Conduct active outbound calls to service customer prospects and follow-up calls on missed appointments, or outstanding quotations to reserve service appointments

Answer incoming calls, emails, text messages from customers to reserve quality service appointments reviewing all customer data and maintenance history.

Handling customer inquiries and questions and engaging appropriate staff and management to handle concerns as required Interacting by phone, email, text or direct mail with outside customers and/or prospects to reserve appointments for services. Track daily tasks to ensure accomplishment of service business development goals.

Excellent and extensive training provided.

Requirements

Enjoy working with the public with a clear speaking voice
Strong computer skills, able to learn inhouse system
Experience preferred but will train strong candidate.

Date Posted:

July 14, 2021

Location:

St. Thomas

Wage:

**\$15.00
Plus Monthly Bonus**

Hours:

**Mon – Fridays
8 hour days
40 hrs/wk**

Education:

Other:

To apply:

Email resume to: jobs@employmentserviceselgin.ca

Apply By:

August 14, 2021