



Employment Opportunity

- CUSTOMER SERVICE REPRESENTATIVE LEVEL 1 -

Date Required:	Immediately
Position Status:	Administration, Part Time
Salary:	Based on Knowledge, Experience and Skills
Deadline:	September 25, 2020
Location of Position:	Edmonton Regional Office

Position Overview:

This is a high quality customer service role that provides the first source of guidance in relation to company products and services for the customer. Adhering to company policy, procedures and processes, you are required to exercise judgment, set goals and priorities, and schedule work to meet the requirements and interests of the company and the customer.

The Successful Candidate Will:

- Has excellent communication skills; is able to effectively maintain the established relationships between Peace Hills Trust and its' customers
- Will accept and process customer transactions promptly and accurately within policy guidelines ensuring company procedures and security regulations are adhered to
- Is highly-motivated and must work well under pressure; able to meet the demands of the position, working in a progressive environment that moves quickly and effectively servicing a well-focused market
- Works with a high degree of accuracy and possesses strong organizational skills while maintaining a clean and efficient work area
- Develop and maintain a thorough working knowledge of all company products and services
- Must be responsible / reliable / self - starter; and perform well as part of a team and contribute on an individual basis

Requirements include, but are not limited to:

- Minimum 1 year of banking customer service experience or financial services training or related Post-Secondary education is an asset
- Minimum High School Diploma or General Equivalency Diploma
- Minimum cash handling skills and experience in banking transactions

Compensation: Competitive salary based on necessary skills, qualifications and experience, plus our "No-Cost" comprehensive employee health benefit package and incentive programs.

If you are a highly motivated individual looking for a challenge, we invite you to forward your application, outlining how the position applied for fits into your career goals to:

**TO APPLY, SUBMIT COVER LETTER AND RESUME MARKED
"PERSONAL & CONFIDENTIAL" WITH REFERENCE ID: "CSR1-EDM" TO:**

Peace Hills Trust Company
Human Resources Department
Phone: 780.585.4702 Facsimile: 780.585.3075
Email: Human.Resources@peacehills.com

** We appreciate the interest of all applicants however only those selected for consideration will be contacted.*