

## Bilingual Client Support Administrator

Looking for a [great place to work](#)?

Do you like to work hard and have fun? Are you fluently bilingual in French and English? Do you consider yourself a natural at building relationships? Are you a great listener with strong communication and organizational skills?

If you answered “Yes”, then keep on reading as we may have the perfect position for you!

The Bilingual Client Support Administrator is responsible for researching, gathering and documenting information while providing a “wow” customer experience. The ability to meet tight deadlines under pressure while maintaining accuracy and attention to detail is a must!

In a nutshell, this position is the perfect blend of providing administrative and customer service support!

### Core Responsibilities:

- Resolve customer inquiries and concerns by phone and email
- Verify lease information, generate and distribute lease documents
- Liaise with other departments by accurately managing changes to lessee and contract information
- Process documentation requests and perform various administrative duties

### Skills & Qualifications:

- Fluent in French and English (written and oral)
- 2 years previous experience in an office setting (Customer Service or Administration)
- Strong interpersonal and problem solving skills
- Excellent written and verbal communication skills
- Strong attention to detail and accuracy while maintaining a high level of confidentiality
- Effective multi-tasking and time management skills, including the ability to adapt to changing demands and priorities
- Proficient in Microsoft Office Suite (Word, Excel)

If this sounds like you, then we would love to hear from you!

### A little bit about us:

We are very proud of our [unique culture](#) at CWB National Leasing. What sets us apart is our people, they are a really big deal! Did we mention: on-site gym, fitness studio, staff lounge, nap room, and many other fantastic perks? For more information about working for CWB National Leasing, please visit our [website](#) and be sure to check us out on social media to see what we're up to!

### Can't wait to apply?

If you believe you are the person we're looking for, be sure to let us know why you would be a great fit for CWB National Leasing. Go ahead and get creative with your application. Introduce yourself; tell us your story and your past adventures. We look forward to hearing from you and the conversations ahead!



**Over to you!**

Please visit [cwbnationalleasing.com/en/careers](http://cwbnationalleasing.com/en/careers) to upload your cover letter and resume before **July 12, 2018**.

Don't forget to include the job number in your cover letter along with your salary expectation and please address your application with attention to Laine Jubinville, Talent Acquisition Leader.

If you aren't the right person for this role but you know someone who is, please feel free to share amongst your network!

We thank all applicants for their interest in this opportunity; however only those selected for an interview will be contacted.

CWB National Leasing only accepts resumes via online application. If you choose to submit your resume by any other means, we cannot guarantee that your application will be considered. CWB National Leasing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**To all recruitment agencies:** CWB National Leasing does not accept unsolicited resumes or candidate profiles and are not responsible for any fees related to unsolicited resumes.

**Please note:** Interviews will be conducted in both English and French to assess language comprehension.

