



JOIN OUR TEAM!

BUSINESS CUSTOMER SERVICE REPRESENTATIVE

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

Key Responsibilities

- Maintaining and building customer relationships by providing optimum customer service
- Process sales orders
- Conduct CRM and billing system audits and migrations
- Provide administrative support to the Director, Westman Business sales team and internal initiatives
- Generate, maintain and manage various reports designed to provide analytical support to the team
- Answer telephones and provide pleasant, professional, knowledgeable service and deliver exceptional customer support

Qualifications

- Proficiency in Microsoft Office with a strong emphasis on Excel, Outlook, Word and PowerPoint
- Self starter with a strong passion to succeed
- Ability to effectively manage multiple tasks simultaneously while adhering to deadlines
- Excellent time management and multi-tasking skills, with attention to detail
- Strong communication, interpersonal and organizational skills
- Work well under pressure and meet deadlines
- Ability to solve problems, analyze information and prioritize the workload
- Ability to work with confidential information
- Business Administration or Administrative Assistant certificate from a college, University or technical school; or 2 years of related experience or an equivalent combination of education and experience would be considered an asset
- Sales environment experience considered an asset

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

DEADLINE FOR APPLICATIONS: NOON on Tuesday, May 21, 2019. *When applying for this position, please reference the position title in the subject line and/ or the body of the e-mail.*

Please submit your resume and cover letter to:

Human Resources Manager
Westman Communications Group
1906 Park Avenue, Brandon, MB R7B 0R9
E-mail: hr@westmancom.com

