



Company: SureHire Occupational Health Testing
Position: Telephone Booking Agent
Location: Corporate Office
#1205 7th Street
Nisku, AB T9E 7P8
Job Type: Permanent, Full-Time
Start Date: Available Immediately
Wage: \$14 - \$16/hour, Dependent on experience
Benefits: Available after 3 months. Blue Cross is the provider
Incentives: Yearly performance review, monthly bonus plan

Summary:

Are you looking for a real work change? Does the idea of working with a young energetic team in a rapidly growing company interest you? Are you interested in knowing that SureHire promotes from within?

Job Description:

Team SureHire is looking for a well spoken and courteous individual to join our Booking Department. The hours of work are Monday-Friday (no weekends or nights) and will require rotating shifts between the times of 7:00 am - 6:00 pm.

The position includes answering phones and booking appointments on a 6 phone line system. Most importantly, the successful candidate must enjoy speaking with people for a full 8 hour day and must be able to answer the phone in a friendly manner. Assorted administrative tasks, such as data entry and general office duties, will be required.

Requirements:

- Excellent interpersonal and communication skills, both written and oral.
- Strong computer skills, including knowledge of Microsoft Office programs and the ability to adapt to other software programs
- Extremely organized, the ability to multi-task and a quick learner
- A professional and friendly attitude
- Ability to adapt to a demanding environment
- Phone experience is considered an asset
- Bilingual skills in English and French are considered an asset

Please email your resume and applicable accreditations to employment@surehire.ca. The subject of your email should reflect the name of the position you are applying for. Only those selected for interviews will be contacted. Thank you for your interest.