



Customer Service Clerk

Description

The Communications and Client Services Coordinator is responsible for executing communication strategies and ensuring high-quality customer service. This position plays a key role in managing client inquiries, preparing promotional materials, and supporting the day-to-day coordination of customer-facing communication. Working on-site in a fast-paced office environment, the role requires both interpersonal and administrative skills to maintain positive client relationships and uphold the company's professional image.

Duties

- Develop and implement communication and marketing strategies
- Respond to written and verbal inquiries from clients
- Advise clients on advertising or sales promotion strategies
- Assist in creating reports, brochures, and newsletters
- Provide product or service information to customers
- Handle billing, refunds, credits, and issue receipts
- Log and respond to customer complaints
- Receive and process payments

Closing Date

August 31, 2026

Categories

Business, Finance
and Administration

Employer

Santa Lucia
Pizza(Winnipeg) LTD

Location

Assiniboine South

Address

4 St. Mary's Road
Winnipeg, MB, R2H
1H1

Job Type

Full-time

Education Level

High School

Wage

- Provide post-sale support and ongoing client assistance
- Maintain internal documentation and client communication records

\$18.00 - \$30.00

Qualification

- **Language:** English (fluent verbal and written)
- **Education:** College/CEGEP diploma in communications, marketing, business, or a related field
- **Experience:** 2 years to less than 3 years in communications, customer service, or office administration
- **Skills & Attributes:**
 - Strong communication and interpersonal skills
 - Customer service-oriented with a positive attitude
 - Organized and detail-oriented
 - Ability to manage multiple priorities in a fast-paced environment
 - Proficient in MS Office and basic data entry tools
 - Reliable, adaptable, and a team player
- **Physical Location:** On-site work required; remote work is not available