



Customer Service Representative (HSO 41256)
Faculty of Health, Community Studies and Public Safety

Location: London

Employment Group: Support

Hours: 35 hours per week. Monday to Friday 8:00 a.m. to 4:00 p.m.

Pay Details: \$24.12 per hour

Closing Date: January 22, 2024

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Hybrid Work: This position requires daily on-site presence and is not subject to hybrid work.

Note: This is a full-time Support position (35 hours per week).

Duties: Under the supervision of the Operations Manager, the incumbent provides customer service, secretarial and clerical support in the day-to-day administrative operation of the Community Studies division as well as other clerical functions for the Faculty of Health, Community Studies and Public Safety. Provides assistance with some aspects of the Student Information System within the Community Studies division.

QUALIFICATIONS

- 1-year Secretarial/Office Administration Certificate
- Minimum 1-year experience gained as a front-line person in a customer service-oriented office environment, using a wide variety of software packages such as word processing
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Strong organizational skills, time management skills and attention to detail
- Ability to multi-task and work independently
- Excellent verbal and written communication skills

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.