



Customer Service Representative - Program Delivery and Finance Support (CEO 41278)
Faculty of Access, Language and Regional Campuses

Location: London

Employment Group: Support

Type of Position: Full-time

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

Pay Details: \$27.81 per hour

Closing Date: March 14, 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.

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

Duties: Under the direct supervision of the Operations Manager, the incumbent provides operational support and customer service assistance to the School of Language and Liberal Studies and the English Language Institute and day-to-day financial support to all Schools within the Faculty. The incumbent will also work closely with the Program Manager and Associate Dean to complete program delivery and operational support tasks.

QUALIFICATIONS

- Post-secondary 2-year diploma in Business, Accounting, Human Resources, Operations, or related discipline
- Minimum 3 years' relevant financial accounting and bookkeeping experience including independent/minimally supervised roles
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Experience with project work requiring organization and time management with a high degree of accuracy and attention to detail in work performed
- Knowledge of the education sector – the College or other post-secondary environments is an asset
- Proficient in Microsoft Office applications (must have experience with MS Word and Excel)
- Experience with corporate record systems preferred (e.g. Colleague, LFACS, WebAdvisor, General Ledger)
- Demonstrated ability to work independently and as a team
- Demonstrated 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.