



## Customer service representative supervisor

**Posted by:** Dream Star Auto Brokerage

**Posting date:** 17-Mar-2025      **Closing date:** 13-Sep-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Calgary

**Salary:** \$35.40 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5134552

## Job description:

Job details

Location 800 5 Avenue SW, suite 1905, Calgary, AB T2P 3T6

Workplace information On site

Salary

35.40 hourly / 30 to 35 hours per Week

Terms of employment

Permanent employment

Full time

Day, Evening, Morning, Shift, Weekend

Starts as soon as possible

Vacancies 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Co-ordinate activities with other work units or departments

Establish work schedules and procedures

Examine and verify the accuracy of work

Identify workers' training needs

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Train staff/workers in job duties, safety procedures and company policies

Perform same duties as workers supervised

Recruit and hire staff

Co-ordinate, assign and review work

Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery

Experience and specialization

Computer and technology knowledge

MS Office

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hr.dreamstarbusiness@gmail.com](mailto:hr.dreamstarbusiness@gmail.com)**

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