



CCS of Atlantic Canada, Inc. (CCSAC) is a registered non-profit organization providing credit counselling services to families and individuals. Our goal is to provide guidance to consumers and help them find solutions to their financial problems and to improve their money management skills.

Client Care Specialist

Here at Credit Counselling Services of Atlantic Canada, Inc., it's more than just a job. We don't just provide financial solutions, we help to rebuild lives. If you're looking to truly make a difference and help people get back on track financially, then CCSAC may be the right place for you. CCSAC currently has a full-time position available in our Home Office located in Saint John, New Brunswick. Some evenings and Saturdays will be required. As the Client Care Specialist, you will work in a fast-paced environment, alongside the rest of our team. You will address people's general financial questions by telephone or email and schedule appointments where appropriate. Part of your duties will include database maintenance of our client files. You will also help foster mutually beneficial relationships with industry stakeholders so that we are continually able to serve our clients with industry leading standards.

To be successful in this role, you will have:

- Excellent oral and written communication skills
- Ability to maintain confidentiality
- Good organizational skills and be able to manage time and priorities effectively
- Skill in answering the telephone and providing accurate information
- Ability to perform assign tasks according to established regulations and procedures
- Proficiency in Microsoft Office applications and the ability to comfortably adapt to new software packages.
- Strong interpersonal skills; demonstrated experience working with the public
- Proven success working as part of a team
- Bilingualism is an asset
- Satisfactory criminal record check

If you believe you are the right candidate for this career opportunity, please submit your resume and cover letter to careers@solveyourdebts.com no later than **June 20th, 2018**.

CCSAC is an equal opportunity employer and would like to thank all applicants for their interest, however, only those selected for interviews will be contacted.