

Customer Service Representative

We are currently looking for a full-time permanent Customer Service Representative.

The Role:

- provide the highest level of service to our Travel Insurance customers
- respond to customer inquiries regarding our various travel policies, in a timely and professional manner
- analyze and rectify customer concerns using established procedures
- use computer systems to access, document, and confirm customer information
- develop a solid understanding of our travel policies
- additional administrative or project duties

The Successful Candidate:

- Post-secondary education or equivalent work experience
- Excellent verbal and written communication skills
- Strong working knowledge of MS Office
- Demonstrated commitment to customer service philosophy
- Ability to handle difficult or irate calls
- Excellent interpersonal skills and team oriented
- High attention to detail
- 1 – 2 years call center experience
- Knowledge of travel insurance is a plus
- Must be flexible to work between 8:30am and 8:00pm Monday to Friday, including statutory holidays

If you are someone that aims to reach your full potential, exceed expectations and provide the highest standard of customer care, you have come to the right place.

Please submit resumes to HR@reliablelifeinsurance.com

or to: Reliable Life Insurance Company
100 King Street West
Hamilton, Ontario
L8N 3K9
Attention: Human Resources

Only those applicants selected for an interview will be contacted.