

## Customer Service Representative/Call Centre

<b>Job Title:</b>	Customer Service Representative/Call Centre
<b>Salary Range:</b>	\$40,000 - \$45,000
<b>Position Type:</b>	Full time, 2-year contract with possibility of extension (40 hours/week)
<b>Reports to:</b>	Call Centre Supervisor

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, businesses, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green City, Green Lifestyle, and Green Business. We have been working for more than twenty years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

At EnviroCentre, we have a dynamic and engaged team of over 20 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development.

### **Are you an administrator and customer service professional looking to use your skills to support climate action at the local level?**

EnviroCentre is looking for three people to join our Customer Service Representative Team and call centre. As the first point of contact for our programs, call centre staff provide important information about our programs, direct people to the right programs, and complete program registration processes.

It is more than answering phones - you will be providing information about a range of sustainability programs and helping local residents to navigate the services required to reduce their environmental impact.

If you are a motivated, self-directed, adaptable individual, with problem solving skills and a passion for providing customer service excellence that leads to helping people reduce their impact on the environment, this job could be for you.

### Job Duties

- Responding to incoming calls, following call protocols, and response times.
- Responding to web based (email/website) enquiries, following response protocols and timelines.
- Actively listening to customers and directing them to the appropriate program and information resources.

- Completing client eligibility screening and in-take process documentation, following all confidentiality and record keeping protocols.
- Tracking calls and customer journey in the call centre platform and the Customer Relations Management system.
- Maintaining comprehensive knowledge about EnviroCentre program details, eligibility, and application processes.
- Following up with clients regarding home energy audits/visits and pre/post audit preparation.
- Conducting post service, customer satisfaction surveys.
- Communicating effectively with Call Centre Supervisor and team.
- Participating in outreach activities for projects/programs when needed.

## Education and experience requirements

- Minimum of 1 year professional and/or volunteer experience in a related field
- Call centre experience a strong asset
- Proven customer service experience a strong asset
- English essential, and bilingualism/multi-language a strong asset
- Experience with Microsoft Office Suite essential
- Familiar with Hot2000 software and energy assessment processes an asset

## Candidate's Core Competencies

- Strong verbal, written, and interpersonal communication skills
- Ability to focus on client service excellence
- Adaptability, active listening, and problem-solving skills
- Desire for ongoing learning and training
- Excellent time management skills
- A general understanding of sustainability and environmental issues
- Ability to work independently and as part of a team
- Proven initiative and self-motivation
- Excellent attention to detail and ability to multi-task

## Working Conditions

- EnviroCentre is a virtual workplace and will provide all necessary technology and IT support to employees working from home.
- Frequent computer use
- Extensive phone use (headset provided)
- Occasional evening or weekend work

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by

federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described, but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**Closing date:** Wednesday, December 1

**Anticipated start date:** Immediately

**Important:** Please send your CV and Cover Letter to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your CV file (PDF) includes your first and last name and the reference number (Reference# EC202106)

*Example: Firstname\_Lastname\_EC202106.*

Please also put the Reference# EC202106 in the subject line of your email.

*We thank all applicants for their interest, however only candidates selected for an interview will be contacted.*