



CCS of Atlantic Canada, Inc. operating as SolveYourDebts.com is a registered non-profit organization providing credit counselling services to families and individuals. Our goal is to help individuals and families stay financially healthy through accredited credit counselling, budget mentoring and tailored financial education programs. We teach people the skills and habits they need to manage their money over the long term. That's what we mean when we say Debt Solutions that stick!

Client Program Specialist

When you work at SolveYourDebts.com, 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 this may be the right place for you. SolveYourDebts.com currently has a full-time position available in our Home Office located in Saint John, New Brunswick. Some evening work will be required. As a Client Program Specialist, you will work in a team environment, alongside our accredited Counsellors and Operations Specialists. Part of your duties will include managing a client portfolio, client follow up, and supporting and advocating on behalf of SolveYourDebts clients who are enrolled in our Debt Management Program. In addition, you will also help foster mutually beneficial relationships with industry stakeholders ensuring we are continually able to serve our clients with industry leading standards.

To be successful in this role, you will have:

- Fluency in both French and English (preferred)
- Ability to maintain confidentiality
- Previous experience in the credit, financial or collections services industries is an asset
- Excellent oral and written communication skills
- Good organizational skills and be able to manage time and priorities effectively
- Proficiency in Microsoft Office applications and the ability to comfortably adapt to new software packages.
- Strong interpersonal skills
- Proven success working as part of a team
- Post-secondary education, degree or diploma 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 **May 10th, 2022**.

All Employees must adhere to the CCSAC Covid-19 Immunization Policy.

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