



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 Care 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 in Saint John, N.B. Some early evening work will be required. As a Client Care Specialist, you will work in a supportive environment alongside the rest of our team. Your primary responsibility will be addressing general financial questions via telephone/email and scheduling client appointments and promoting sound money management practices, budgeting skills, and the responsible use of credit. 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.

Responsibilities

Reporting to the Client Operations Director, the successful applicant will be responsible for:

- Scheduling/confirming Client Appointments
- Greeting clients
- Data entry
- Deposit processing
- Mail distribution
- Perform administrative support tasks such as scheduling meetings, arranging for couriers, etc.

To be successful in this role, you will have:

- High School diploma or equivalent
- Excellent Customer Service skills
- Background in Office Administration and/or accounting is an asset
- Bilingualism is an asset
- Ability to maintain confidentiality
- Excellent communication, time management and organizational skills
- Proficiency in Microsoft Office (Word, Excel, and Outlook)
- Must be a team player, but also possess the ability to work with minimal supervision
- A keen desire to help people and the community
- Satisfactory criminal record and credit check
- Proof of Covid-19 vaccination



**SOLVE YOUR
DEBTS.COM**

DEBT SOLUTIONS
THAT STICK.

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 13th, 2023**.

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.