



## **Employment Opportunity Customer Service Representative**

Nunatsiavut Marine Inc. (NMI) is seeking a person to fulfill a customer service representative position on a seasonal basis in Happy Valley – Goose Bay, Labrador. The successful candidate would be responsible for, but not limited to, the following specific duties:

### **Responsibilities:**

- Maintain a high level of customer service with travellers and shippers;
- Maintain a monthly report, ensuring that tickets and bills of lading are documented in the report;
- Preparing daily financial reports, ensuring accuracy and completeness;
- Filing documents and other office duties as requested;
- Contribute to a team effort in completing daily tasks;
- Receive customer requests by phone and/or email;
- Make travel reservations for customers;
- Generate tickets for travellers and bills of lading for freight shipments;
- Check in customers; collect fees for services rendered;
- Other duties as assigned by the employer.

### **Qualifications:**

- Minimum of Grade Twelve education;
- Previous experience working in an office type environment;
- Knowledge in Microsoft Office Suite Applications and other relevant computer software;
- Positive attitude and productive member in a team environment.

Preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Qualified and interested candidates please forward your resumes by **May 31 2019** to:

Email: [careers@labradorferry.ca](mailto:careers@labradorferry.ca)