



Job Title: Customer Support Representative (Bilingual English & French)

Department: Client Support

Location: Calgary

**Hours: 9:30 am to 6:00 pm Monday to Friday or
8:00 am to 4:30 pm Monday to Thursday or 9:30 am to 6:00 pm Friday**

ComplyWorks Ltd. (ComplyWorks) is a compliance management solution company with offices in Calgary, Toronto, and South Africa. As a global leader in compliance management, ComplyWorks actively works to bring innovative solutions to the marketplace, while retaining its focus on its clients. Since inception in 2004, ComplyWorks has continued to expand its offerings to cover the entire compliance lifecycle, from contractor management, through to workforce and worksite management.

The ComplyWorks team is made up of incredibly smart, talented and accomplished people from around the world. With an amazing culture, an appreciation for outstanding customer experience, a great work life balance and ongoing learning and development opportunities for all employees we are changing the world of compliance management. Come join our growing team!

We are seeking a **Customer Support Representative (Bilingual English & French)** out of our Calgary Head Office. Reporting to the Manager, Customer Support, Customer Support Representative are responsible for handling incoming customer communications via phone, email, and live chat. Customer Support Representative is required to serve customers by providing product and service information, as well as resolve product and service issues in an efficient, professional, and positive manner.

Job Functions

- Resolving product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, assisting and/or completing correction or adjustment, and following up to ensure resolution
- Recording of timely, accurate, concise and clear notes for all support queries and subscriber account activities
- Data entry pertaining to the ongoing maintenance of customer subscriptions, within given guidelines
- Customer support in relation to incoming emails
- Provide assistance to the Client Relationship Management team when necessary
- Recommend products or services by collecting customer information and analyzing customer needs
- Attract potential customers by answering questions and suggesting information about products and services
- Recognize opportunities for product and solution promotion
- General troubleshooting, as well as observation and communication of errors within the ComplyWorks system
- Verifying subscriptions as per ComplyWorks and client guidelines with a high level of accuracy

Required Skills

- 2-5 years of customer service experience, preferably in a telephone contact environment
- A post-secondary degree
- **Fluent in written and spoken English and French**
- Experience in sales and product promotion, including calling customers to promote or sell

- Strong customer service skills including positive attitude, consistency, customer-first mindset, professionalism, and efficiency
- Ability to apply product knowledge when recommending services
- High attention to detail with a focus on quality
- Proficient at problem solving and comfortable with resolving conflicts
- Capacity to multi-task
- High-level of confidence with computers
- Must be very comfortable with Microsoft Outlook and Microsoft Word. (Experience using other Microsoft Office programs is an asset.)
- Proficient at working in and adding to a team environment
- Previous experience in a call centre environment and using live chat software is an asset

The successful candidate will have to undergo a criminal record check as condition of their employment.

Applying

Please email a cover letter and resume to careers@complyworks.com with "Customer Support Representative" in the subject line. Position is open until it is filled.