We are growing and we want you to be part of our amazing team!

Reporting to the Director of Operations, the Customer Service Representative (CSR) is responsible for the input of alpha-numeric information into the IFS system, processing contracts in a timely and efficient manner. This position will assist in the execution of superior front-line service transactions to existing and new clients.

**Attributes:**

As the successful candidate, you have a proven ability to ensure an outstanding quality of service experience for all current and prospective customers. You are efficient, focused, detail oriented and can support the achievements of IFS’s business objectives.

You thrive working in a team and in a front-line delivery role with a strong aptitude for processing information and ensuring its accuracy.

**Education/Experience.**

Degree or diploma in Business Administration with relevant experience in office work, preferably in the finance sector. Experience in the insurance sector considered an asset but not a requirement.

Proven typing skills with a focus on accuracy and attention to detail.

Strong multi-tasking skills with the ability to adapt to changing requirements or new information

Superior interpersonal skills

This is a full-time position offering competitive benefits and compensation commensurate with experience and qualifications.

Need to be able to work anywhere between 8am and 8pm and this an in-office position. Remote work is not available.

**Method of applying:**

Please apply by submitting a resume to[**work@ifs-finance.com**](mailto:work@ifs-finance.com)aswell as providing your **salary expectations**. While we appreciate all submissions, only those considered for an interview will be contacted. To be considered for this role, applicants must be fully vaccinated against Covid, or must be willing to get fully vaccinated.

Thank you for your interest in joining the IFS Team!