



Financial Service Representative

We are working with one of Canada's leading financial organizations to assist in their search for a number of candidates for temporary contracts. They are a team with a strong attitude and a strong work ethic. They want someone that enjoys the work they do. They are all passionate about providing great quality work. They like to have fun and have a happy work environment.

The responsibilities include:

- Processing cheques and vouchers, keying entries and reports, balancing GLs, investigating discrepancies and responding to inquiries and escalations.
- Communicate with branches and line of business, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- Compile, copy, sort, and file records of office activities, daily business transactions and other activities.
- Compute, record and proofread data and other information, such as records or reports. Maintain and update filing, inventory, mailing, and database systems.
- Perform other duties as assigned.

The requirements include: entry level to 2 years administrative/customer service related experience; tech savvy; comfortable using computer; proficient with MS Excel, pivot tables, VLOOKUPS, formulas, etc.; great attitude overall; attention to detail/accuracy; verbal and written communication skills; being able to multi-task; customer service skills; ability to work independently and manage one's time; ability to keep information organized and confidential. High School Diploma is required. Have worked or currently working towards a University/ College degree is highly preferred.

This is a great starting point with the opportunity to move to other roles thereafter within the organization.

Please email your resume to our recruitment consultant Wendy Harvie at wharvie@profileconsultants.com and quote reference number WH-945T.