



## Employment Opportunity

### - CUSTOMER SERVICE REPRESENTATIVE LEVEL 1 -

<b>Date Required:</b>	<b>Immediately</b>
<b>Salary:</b>	<b>\$31,000.00 - \$35,000.00</b>
<b>Deadline:</b>	<b>February 16, 2018</b>
<b>Location of Position:</b>	<b>Calgary, ALBERTA</b>

This is a high quality customer service role that provides the first source of guidance in relation to company products and services for the customer. Adhering to company policy, procedures and processes, you are required to exercise judgment, set goals and priorities, and schedule work to meet the requirements and interests of the company and the customer.

#### THE SUCCESSFUL CANDIDATE:

- Has excellent communication skills; is able to effectively maintain the established relationships between Peace Hills Trust and its' customers.
- Will accept and process customer transactions promptly and accurately within policy guidelines ensuring company procedures and security regulations are adhered.
- Is highly-motivated and works well under pressure; able to meet the demands of the position, working in a progressive environment that moves quickly and effectively servicing a well-focused market.
- Works with a high degree of accuracy.
- Must be responsible / reliable / self - starter; and perform well as part of a team and contribute on an individual basis.

#### REQUIREMENTS include, but are not limited to:

- Minimum of one year banking experience would be considered an asset;
- Strong communication skills;
- Strong organization skills and successful in maintaining a clean and efficient work area;
- Must work well under pressure;

**COMPENSATION:** competitive salary based on necessary skills, qualifications and experience, plus our "No-Cost" comprehensive employee health benefit package and incentive programs.

If you are a highly motivated individual looking for a challenge, we invite you to forward your application, outlining how the position applied for fits into your career goals to:

**TO APPLY, SUBMIT COVER LETTER AND RESUME MARKED  
"PERSONAL & CONFIDENTIAL" WITH REFERENCE ID: "CSR1-CAL" TO:**

Peace Hills Trust Company  
Human Resources Department  
10<sup>th</sup> Floor, 10011-109 Street  
Edmonton, AB T5J 3S8  
Phone: 780.585.4702 Facsimile: 780.585.3075  
Email: [Human.Resources@peacehills.com](mailto:Human.Resources@peacehills.com)

*We appreciate the interest of all applicants however only those selected for consideration will be contacted.*