



Customer Liaison Representative
Full-time and part-time
Woodstock, ON (Remote)

Wizard of all things Customer Service and Technology

In this front-line position, you will use your Jedi mind powers to detect customer needs and keep them connected to everything important...from working remotely to gaming with friends.

At Execulink Telecom, we live and breathe our Vision: To enhance your Lifestyle at Home, Work and Play! Execulink is in search of people like you to connect our customers to everything that matters, by providing AWESOME customer service through phone calls, emails and online chats to customers who require support. Customer requests involve a high volume of technical troubleshooting while also handling calls about account updates, rescheduling installations, payments, and service education.

As a trusted Customer Liaison expert, you will:

- Provide awesome service to our customers with a goal call resolution time of 12 minutes or less, and follow up call times of less than 25 minutes
- Help customers using our innovative technology and customer remote assistance apps
- Assist our sales team in enhancing the lifestyle of our customers by providing referrals for improved services
- Give our customers an awesome experience with every interaction by providing effective resolutions to inquiries and technical support requests

Tell me more!

You want to support a company you believe in.

At Execulink, we *live* our Values. We build up our community by giving back through community donations that matter to you. Check out our [Humans of Execulink](https://www.execulink.ca/blog/tag/humans-of-execulink/) Blog to see why our employees love being part of this awesome team:
<https://www.execulink.ca/blog/tag/humans-of-execulink/>

Work from your own home office.

This is a permanent work-from-home opportunity! Flexible workspace is also available to employees at our local Woodstock headquarter.

All aspects of the role can be completed from home. This includes the structured training and onboarding experience. We are dedicated to providing the support you require to be successful in your new role.

When it comes to benefits, we have you covered!

Full-time employees and part-time employees consistently working 25+ hours weekly are eligible for our benefits package! This includes benefits such as retirement savings, discounted services, medical and dental coverage, tuition reimbursement, and a health and wellness program.

You want fair pay for your hard work!

Our pay structure is a little different, because you're awesome and you deserve more!

- The hourly pay is **\$18, which makes up 90% of your annual income**
- **You can earn up to \$20.01/hour!** The remaining 10% of your annual income is through variable pay, which is paid quarterly, as you reach achievable targets related to your awesome customer service.

You are a technology-savvy customer service expert who brings:

- A minimum of 1 year of experience in a customer service environment
- A technical post-secondary education or related experience in Telecom or a similar computer help desk role
- Strong computer literacy and the ability to proficiently and fluently use internet navigation programs
- Superior communication skills; able to clearly explain unfamiliar concepts to our customers in a clear and concise manner via telephone, email, and web-based live chat
- The ability to thrive in a fast-paced and dynamic environment
- Excellent attendance
- The ability to work shifts as scheduled in a 24/7 structured environment; variable starts as early as 7:00 a.m. and latest shift ends 11:00 p.m.
- *Execulink requires successful candidates to provide proof of COVID-19 vaccinations as approved for use by Health Canada*

Are you ready to join an awesome team that feels like family?

Our next training session begins August 22, 2022!

- Submit your cover letter and resume to work@execulinktelecom.ca
- **Important Note:** Full-time day-shift availability Monday to Friday is required for the 3-week comprehensive training course.

Execulink is conducting all interviews for this role via video chat.

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work, and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team with a friendly, family-spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers but to our employees



as well. We live and breathe our Vision, Mission, and Values and are searching for individuals who are excited to contribute and do the same.

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.