

**Pindrop Hearing Centre** is looking for a **part-time** Client Care Specialist to join our team in Amherst, Nova Scotia. If you enjoy interacting with people and are looking for a challenge, then this is the position for you.

In this role you will:

- Greet all clients in a professional and friendly manner
- Use computer software to prepare invoices
- Send and receive couriers, Fed-ex and mail
- Maintain all paper and electronic files
- Track all orders in company software program.
- Process all payments
- Complete daily bank deposit
- Complete and submit all Third Party payments

You will also possess the following skills and experience:

- Personable, outgoing, articulate/strong verbal communication
- Experience with greeting clients, scheduling appointments, payment processing, recordkeeping,
- Highly organized and a self-starter.
- Previous experience working in a medical or client oriented office environment is a definite asset.
- Excellent computer skills
- Ability to handle and prioritize a range of tasks and manage time effectively

We thank you for your interest in working with us but only selected candidates will be contacted.

Resumes can be submitted to [marianne@pindrop.ca](mailto:marianne@pindrop.ca) or by fax 519-942-4410. Do not hesitate to contact me if you require any further information.