



**Position Title: Client Service Consultant**

**Position Type: Full time - Permanent**

**Location: Ontario**

**Job Band: 2**

**Salary Range: \$19.08 – \$23.49 / hour**

**Hours of work: 36.25 hr/week**

**Reporting to: Supervisor, Client Services**

**This Posting Is Applicable to: Internal/External Applicants**

**Skilled Trades Ontario is a new Crown agency** responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

Skilled Trades Ontario is currently seeking Client Service Consultant. Client Service Consultant reports to the Supervisor, Client Services within our Client Services department. This incumbent will use their client service skills and knowledge of Skilled Trades Ontario (“STO”) to meet client needs and expectations through the use of a telephone based Client Service Centre. This role is the “face” of STO providing and processing information in response to inquiries, concerns and requests about STO.

**Responsibilities:**

- Assists clients in a high-volume, high-pressure contact centre environment, ensuring optimal delivery of products, services, and information to members and clients of STO;
- Provide information and respond to client inquires either by answering in-bound calls, e-mails or in-person (front counter) and making out bound calls;
- Listens to clients to obtain all the necessary information, analyzes their needs, and responds promptly and appropriately;
- Meets specific performance targets through use of superior client service skills;
- Responds to queries and complaints in a professional, courteous manner and providing referrals to appropriately address requests for further information;
- Prepares, maintains and analyzes records in computer system as well as complete the call report and logs, and researching issues in a timely fashion;
- Uses problem-solving skills to handle difficult or challenging client service needs, resolve conflicts, and make decisions;
- Participate in special projects for process and system improvements in the Client Service Centre;
- Works collaboratively with stakeholders, partners and colleagues in other departments to ensure a seamless interface with members and clients;
- Provides coverage on reception when required;
- Other duties as assigned;

**Qualifications:**

- Relevant years of experience working in a call centre environment;
- Basic computer knowledge (Windows-based systems and internet navigation);
- Ability to be flexible and adaptable in order to handle client contacts across a number of channels including telephone, email and in-person;
- Knowledge of client services best practices, theories and principles;

- Knowledge of the programs, services and organizational structure of STO;
- French Language skills are an asset;

**Skills Include:**

- Superior multitasking abilities;
- Oral communication skills and techniques to effectively serve clients;
- Flexibility to work between 7 a.m. and 7 p.m. and potentially evenings and weekends, based on future need;

\*This position is represented by OPSEU.

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **5pm** on **February 27, 2024**, to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: **STO-009-24**

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

The STO embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the STO's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the STO. We welcome applications from all qualified persons.

The Skilled Trades Ontario is an equal opportunity employer