



JOB POSTING

Enforcement Customer Service Representative

Part-time

Schedule: 8:00am – 4:30pm (will be scheduled 24 hours per week)

This position, located in New Brunswick, acts as liaison and provides excellent customer service to NBPA patrons and clients. Resolves any emerging problems in a professional manner. Performs general administrative duties of the Enforcement Department. Performs administrative duties associated with the Residential Permit Parking Program, which includes the issuing of permits as well as help desk duties. Responsible for providing effective customer service by using in-depth knowledge of company policies and procedures as well as communicating effectively with all patrons, clients, and co-workers.

Requirements

This position works indoors in an office in a 100% smoke-free environment.

Excellent interpersonal and customer service skills.

Proficient in Microsoft Suite and related software.

Ability to organize and prioritize tasks.

Pay rate is \$13/hr.