



**Customer Services Representative
One (1) Full Time Position Available
Salary Range: 38,300-49,800**

Grand River Employment and Training Inc. (GRETI) is seeking a dependable and hardworking Client Service Representative. The Client Service Representative is responsible for general office administration and administrative support including but not limited to budgeting, invoicing, assisting clients and staff, as well as organizing and attending meetings or events.

The Client Service Representative shall possess the following skills communication, customer focus, teamwork, analysis, and problem solving. In addition to these skills, you must possess the following qualifications:

Qualifications:

-  **Diploma in Office Administration**
-  **Minimum of one (1) year experience in an office environment**

If you have desire to preserve & restore the natural environment, tell us who you are by submitting the following:

- 1. Cover letter stating how you meet the demands of this position**
- 2. Up to Date Resume highlighting your qualifications, and**
- 3. Three (3) work related references (letters not required)**

Please submit a covering letter and resume that demonstrates how you meet the requirements, GRETI cannot make assumptions about your education and experience. We thank all those who apply.

GRETI offers a competitive wage, group benefits and pension for full time employees, three (3) weeks' vacation to start, along with other non-required benefits

Applications must be submitted to: Human Resources, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0

Applications may also be faxed and emailed to **(Fax) (519) 445-4777** or **kristen@gretisn.org** until **4:00 PM** on **Friday September 4, 2026**. Late applications will not be considered.

GRETI is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by GRETI regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential. Based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.



Job Title:	Customer Service Representative
Location:	Kayanase Greenhouse
Reports To:	Kayanase Operations Manager

A. PURPOSE:

The Customer Service Representative is responsible for general office administration and administrative support including but not limited to budgeting, invoicing, human resources, assisting clients and staff, as well as organizing and attending meetings or events.

The Customer Service Representative is responsible for assisting the department and organization in reaching their goals and objectives by continuously enhancing operations through more efficient and effective work processes while maintaining the level of professionalism expected by GRETI (as outlined in the Policies and Procedures Manuals) and upholding the ethics of the position.

B. CORE COMPETENCIES:

- | | |
|------------------|-------------------|
| ✚ Communication | ✚ Analysis |
| ✚ Customer Focus | ✚ Problem Solving |
| ✚ Teamwork | |

C. QUALIFICATIONS:

The Customer Service Representative shall possess a Diploma in Office Administrative with a Minimum of one (1) year experience in an office environment.

Knowledge

- ✚ Proficient in Microsoft Office (word, Excel, PowerPoint, & Outlook)
- ✚ Experience in bookkeeping/data entry
- ✚ Strong desire to preserve & restore the natural environment

Skills

- ✚ Ability & willingness to participate in all aspects of office administration
- ✚ Ability to take direction & effectively work as part of a team with Management & co-workers
- ✚ Good interpersonal & communication skills

FOR A COMPLETE COPY OF THE JOB DESCRIPTION, PLEASE CONTACT HUMAN RESOURCES at kristen@gretisn.org, please allow 24 hours for a return e-mail or call (519) 445-2222 ext. 3113.

We use artificial intelligence tools to support the screening, assessment, and selection of applicants in our GRETI hiring process. These tools assist our team and do not replace human decision-making.