 **Bilingual Contact Centre Support Administrator**

Adecco is currently hiring for a full-time Bilingual Contact Centre Support Administratorfor our client located in Ottawa. This position is a temporary role that will lead to a permanent, full-time opportunity based on work performance during the training period. To qualify for this Bilingual Contact Centre Support Administrator role, you must have computer proficiency in a Windows environment, excellent administrative skills and bilingualism is required.

Our client is all about mobility. Join one of the leading companies in global talent mobility, partnering with some of the largest organizations in the world to keep their employees on the move. This opportunity pays $16.41/hr and is Monday to Friday 37.5 hours a week.

Bilingual Contact Centre Support AdministratorResponsibilities:

* Accurate and timely processing of Transferee Expense Claims.
* Complete and accurate data entry and Work Queue management for respective team(s), as instructed by Manager.
* Complete Supplier sourcing for Third Party Service Providers Investigate and performance manage non-compliance escalations.
* Accurate completion of files and input of information.
* To be knowledgeable on CAF RP policies.
* Review documents received from Transferees and Suppliers.
* Facilitate moves and travel arrangements, as needed.
* Sort and distribute mail/email/fax.
* Make recommendations to improve office procedures and maintain an effective file management system both online and on site.
* Complete courier and Xpress Post as required.
* Ensure waybills are completed accurately.
* Operate office equipment systems such as photocopier, fax, computer, and shredder.
* Provide input and recommendations for changes/improvements to practices, procedures, manuals and forms including office procedures.
* Assist team members, Team Leader and Managers when required.
* Other duties as required in a changing work environment.

Bilingual Contact Centre Support AdministratorQualifications:

* Computer proficiency in a Windows environment i.e. Word, Internet, Excel, e-mail, and various software programs.
* Excellent administrative skills, including record keeping Accurate keyboarding/data entry skills are essential.
* Knowledge/experience in relocation, residential real estate, legal office procedures, basic accounting and/or banking would be an asset.
* Self-starter with the ability to work with minimal supervision in a fast-paced environment.
* Strong verbal and written communication skills.
* Client service oriented with excellent telephone manner.
* Analytical and detailed oriented with effective time management skills.
* Projects and maintains a professional image and positive attitude.
* Must assist team members by sharing workload.
* Flexibility with work hours.
* Bilingualism is required.

Why Work for Adecco?

• Great pay + 4% vacation pay

• Paid weekly – accurate and on time

• Medical and dental benefits once qualified

• Strong health and safety programs

• Flexible shifts

• Generous referral bonuses

• Free training programs

If you are interested in this Bilingual Contact Centre Support Administrator position in Ottawa, apply by clicking the “Apply now” button below.

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