



*Established in 1996, HR Associates is a recognized leader in the provision of temporary services to the public, broader public, and not-for-profit sectors throughout Ontario. With over 20 years of experience providing services to the public and broader public sector, we are temporary help recruitment specialists with extensive experience in providing recruitment services for administrative and professional positions in program management, healthcare, communications, human resources, finance, information technology, policy development, etc.*

### **Bilingual Client Service Representative**

Are you fully bilingual in both written and spoken French and English, looking to gain government experience?

We are working with our Federal Government client to fill a number of upcoming bilingual client service specialist positions. These are excellent interim opportunities within in a 24/7 call centre for a large Federal Government organization. You would be expected to handle both inbound and outbound transactions (both electronic & phone) assisting government departments across the country with a wide range of facilities issues.

#### **Qualifications:**

- You are fluently **bilingual in written and spoken English and French** ;
- You have an extensive previous call centre or similar customer service experience;
- You are prepared and available to work various shifts including weekends/holidays for five days a week, with some flexibility for additional hours/days if requested;
- You are able to complete a Reliability Status Clearance.

#### **Why apply?**

- Excellent interim opportunities with our client in the public sector;
- Central location in North York – very accessible by transit;
- Competitive pay—this opportunity pays \$21.00/hr!

If you meet all the above-mentioned qualities for this position, please submit your resume to [hra2011@hrassociates.ca](mailto:hra2011@hrassociates.ca). We thank all candidates for submitting their resume, however, only those selected for an interview will be contacted.

If you require an accessibility accommodation during the recruitment process, please email [accessibility@hrassociates.ca](mailto:accessibility@hrassociates.ca) or call 416-237-1500 x. 236.

Please visit our website at [www.hrassociates.ca](http://www.hrassociates.ca) for more information about our company and services