

# Client Services Team - Associate

**Title:** Client Services Team – Associate

**Location:** Regina, SK

**Reports To:** Director of Training & Services

Do you have a passion for safety education? Would you like to work for an organization that cares about people, and making Saskatchewan a safer place to work and live?

We are accepting applications for a position within our Client Services Team. In this key role, you will be an integral part of our training and services group. As a self-motivated employee, you will be engaged in a fast-paced high-energy environment, providing an exceptional customer experience for our clients.

**Functions:** Represents Council in a professional manner on the telephone, by email, in person, and online.

Works with instructors, facilities, and equipment to schedule resources for upcoming programs.

Maintains strong knowledge base of occupational health and safety and Council programs.

Works alongside other Council staff and others to promote a positive public image for the Council as we lead the transformation of Saskatchewan to become a *Centre of Safety Excellence*.

**Responsibilities:** Create and maintain excellent relationships with our clients.

Assist clients by scheduling them into programs or scheduling programs for groups.

Stay in contact with clients to ensure any schedule changes can be accommodated.

Other related responsibilities and duties as assigned.

**Notes:** Effective written and verbal communication, interpersonal, and computer skills are essential to the position. Travel to training locations is not typical but may be required.

A background in safety is beneficial but not required.

The Client Services position is a full time, permanent position with competitive compensation and benefits.

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 Saskatchewan Safety Council

 /sasksafetycouncil  @SkSafetyCouncil  /company/saskatchewan-safety-council

[www.sasksafety.org](http://www.sasksafety.org)

1.855.280.7115



A criminal record check will be required for the successful applicant.

At the Council, we strive, not just to meet minimum standards but, to achieve excellence and help shape new best practices. All Council personnel must continuously demonstrate honesty, integrity, and mutual respect, in all activities done in the name of the Council.

**Please apply with a resume and cover letter** to [hr@sasksafety.org](mailto:hr@sasksafety.org). Clearly articulate how your relevant experience, education, and skills combine to make you an ideal candidate for this role on our team. Only those selected to continue in the recruitment process will be contacted.

## **About the Saskatchewan Safety Council**

The Council, a non-profit registered charity, offers a competitive salary and benefits befitting skills and experience.

### **Vision**

The Saskatchewan Safety Council's vision is "Creating a safer Saskatchewan to live, work and play."

### **Mission**

The Mission of the Saskatchewan Safety Council is "Working Together to Achieve a Safe Saskatchewan."

The Saskatchewan Safety Council believes in building strong relationships with businesses and the community to help them make safety the right choice.

### **Values**

The Saskatchewan Safety Council adheres to the following values. These principles and beliefs guide behaviours, decision-making processes, actions, programs, and services.

- Integrity
- Respect
- Honesty
- Open Communication
- Teamwork