

Job Title: Front Desk Reception / Customer Service Associate (Entry-Level / Paid Training)

Location: Campbell River, BC

Employment Type: Full-Time / Permanent

Pay Range: \$20.00–\$25.00 per hour

About Us

Join our team at CSN No 1 Autobody! We are a busy, family-owned body shop that has been serving Campbell River, Vancouver Island and beyond for over 40 years. We've built our reputation on expert repairs, a friendly, skilled team, and first-rate customer service. We are looking for a friendly, organized "face of the shop" to welcome guests and help run our front office.

No Automotive Experience? No Problem!

We care much more about personality, reliability, and willingness to learn than a technical background. If you enjoy helping people and have basic computer skills, **we will fully train you** on everything else you need to know.

What You'll Do:

- **Customer Care:** Warmly greet walk-in clients, answer phone calls, and reply to emails.
- **Scheduling & Updates:** Help schedule appointments and keep customers updated while their car is in the shop.
- **Basic Office Admin:** Assist with basic paperwork, process payments, and organize files.

This is an entry-level position. You will be the first point of contact for customers, and direct things to the appropriate employees and departments as needed. You will not be responsible for resolving any customer or employee concerns.

What We're Looking For:

- A friendly, empathetic, and positive attitude.
- Clear communication skills and comfort using basic computer systems.
- Ability to multi-task with a smile in a steady office setting.
- A valid BC Driver's License.

Automotive or body shop background is a bonus, but not required

Why Work With Us?

- Reliable Monday–Friday hours (8:00 AM – 5:00 PM — **no weekends**).

- Full hands-on training and mentorship from day one.
- Comprehensive extended health & dental benefits.
- Supportive, family-oriented environment (plus coffee, tea, and weekly donut days).
- Opportunity for growth with further responsibilities in this role, or different roles entirely.