Home Health Care - Representative LTC / Acute Care Customer Service

Emplacement(s)	Dartmouth, Nouvelle-Écosse — Canada
Publication / référence	2026-11-12 — Dayforce 24579 / demande 5137
Bannière / langue du texte	Lawtons / EN

Texte intégral de l’offre

Embark on a rewarding career with Sobeys Inc., celebrated among Canada’s Top 100 employers, where your talents contribute to our commitment to excellence and community impact.

Our national pharmacy team is proudly Canadian, with pharmacies from coast to coast in our various banners. Depending on your province you would recognize us as Sobeys, Safeway, Thrifty Foods, Foodland, Lawtons Drugs or FreshCo.

Ready to start fresh?

The Customer Service Representative is responsible to provide administrative and clerical shared service support to members of the LTC / Acute Care team. The Representative is accountable for timely and accurate data entry for billing, accounts receivables, invoicing, rentals and customer accounts. The Representative will also prepare quotes and assessments and will provide exceptional customer service to walk in or phone in clients. Actively contributes to a positive and productive working environment.

Here’s where you’ll have an impact:

- Coordinate Rental Requests
- Manage incoming phone calls
- Create invoices for payment, research product SKU’s
- Oversee Accounts Receivable process
- Review Age Trial Reports
- Review and resubmit weekly resubmissions
- Coordinate Rental Requests
- Manage rental inventory
- Process transfers
- Prepare quotes
- Consult with clients and clinicians
- Adhere to and implement all applicable company standards
- Other duties as required

What you bring to the table:

- High school diploma
- Knowledge of rehab / LTC products
- Industry knowledge of billing procedures
- May be required to lift up to 22 lbs
- Sitting for long periods of time, but may involve walking or standing for brief periods of time
- Using a computer keyboard and mouse for long periods of time
- Travel may be required

Learn more about our story and culture:

Who We Are | Why Work With Us

Total Rewards

We offer a Total Rewards package designed to support teammates at work and in life. Depending on role and eligibility, teammates may receive health and dental benefits, retirement and savings programs including an Employee Share Ownership Plan, a 10% in-store discount at participating banners, virtual healthcare and an Employee and Family Assistance Program, learning and development opportunities, parental leave top-up, and paid vacation.

Sobeys is committed to providing a compensation structure that is flexible, equitable and competitive in the market to enable performance and growth. To learn more about this opportunity including the expected range of compensation in accordance with Pay Transparency Legislation where required please click the “I’m interested” or "Apply" button above. Individual compensation is determined based on qualifications, experience, and internal equity within the range provided.

Additional Information

External websites may share our organization's job postings which includes compensation information based on similar roles and market benchmarks. These figures are provided for general comparison purposes only and are not issued or verified by our organization.

We may use Artificial Intelligence (AI) tools to support efficiencies in the candidate screening, assessment, and recruitment processes. These AI tools do not make hiring decisions on behalf of the Company. Hiring decisions are made by our Hiring Teams.

Sobeys is committed to creating accessible and inclusive hiring processes. We will work with applicants requesting accommodation at any stage of the recruitment process.

Please note: Successful candidates will be required to provide documentation to prove their legal ability to work in the position during the onboarding process. Documentation will be assessed by the employer prior to commencement of work.

Emplacements indiqués par la source

Dartmouth, Nouvelle-Écosse, Canada

Adresse reprise du catalogue officiel Sobeys; la fiche de candidature ne fournit pas de bloc adresse.

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

Date de fin annoncée : non précisée dans les métadonnées publiques.

Texte public reproduit dans sa langue originale. Les informations de synthèse et notes de transcription sont séparées. Les avantages restent soumis aux conditions du texte source. L’annonce peut être retirée avant la date de fin.