

ORDER DESK AGENT

We are currently seeking to hire motivated and focused individuals for one full-time and one part-time employment with our company. Our company is a wholesale supplier for health care and hospitality products across Canada for over 40 years with offices and warehouses in Thornhill Ontario and Edmonton Alberta.

Available Positions: Full-time / Part-time

Hours of Work: Monday- Friday (Between 8.30 am – 5.00 pm)

Start Date: As soon as possible

Experience: Minimum of 1 year of experience in a customer service environment is preferred

Rolls & Responsibilities:

- Strong ability to handle orders and quotes by phone, fax and email
- Process customer orders in a fast-paced work environment
- Provide knowledgeable answers to questions about products, pricing and availability
- Data Entry & Inputting
- Ability to multitask and be a positive team player
- Ordering office supplies, filing and assisting with general office duties as required

Expectations:

- Proficient English language skills, data entry capabilities and customer service skills
- Ability to communicate with customers via phone, fax, email and in person
- Demonstrates patience and is able to direct difficult customers tactfully, courteously and professionally

Qualifications:

- Grade 12, including business subjects with emphasis on general office practices, or completion of an appropriate certificate program from an approved business school/college
Fresh graduates/equivalencies will be considered
- Mature attitude, strong work ethic and willing to take initiative
- Must be self-motivated with a willingness and desire to learn
- Excellent verbal and written communication skills
- An ability to prioritize and stay organized
- Attention to detail and accuracy including the ability to follow detailed instruction
- Proficiency in math
- Very fast learner

Email your resume to salesedm@winsham.com