

JOB OPPORTUNITY

Job Name: Order Entry Clerk

Department: Administration

Reporting To: Manager, Administration Duties

The order entry clerk is responsible to provide exceptional service to internal and external clients, from the initial stages of a proposal to beyond project completion. Acting as a link between the ABI sales force, ABI's Project Coordination group and manufacturers, the Order Entry Clerk will possess a great deal of knowledge pertaining to product, clients and projects.

Working with one or more assigned Sales Representatives, the Order Entry Clerk ensures that the sales force and Project Coordinators receive accurate and timely information in order to maximize satisfactory project completion.

Qualifications

- Secondary School diploma
- Customer Service experience
- Intermediate knowledge of MS Office Suite (Word, Excel, etc.)
- Excellent verbal and written communications skills
- Excellent interpersonal, stress management and organizational skills
- Ability to multi-task and prioritize competing (and sometimes conflicting) tasks
- Good typing skills (60 wpm)
- Basic math skills
- Bilingualism an asset
- Working knowledge of Team Design an asset
- Understanding of Haworth product lines, manuals, parts books & colour charts an asset
- Understanding of in-house filing system an asset

Interested?

Please forward your resume and a cover letter to Fran Rolph, Human Resources Generalist for consideration.

Please note that only selected candidates will be contacted for an interview.