



JOB #	<b>2034</b>
JOB TITLE	<b>Customer Service Rep / Inside Sales Rep</b>
JOB LOCATION	Vancouver
REMUNERATION	Competitive base salary, discretionary bonus program + employee benefits
ABOUT THE COMPANY	A leading Canadian manufacturer of specialty building products for 40+ years, selling to major home improvement and building supply centers, window & door manufacturers, roofing and glazing companies.
JOB DESCRIPTION	<p>This is an exciting <b>CSR / Inside Sales Rep</b> career opportunity (ideally <b>bilingual English &amp; French</b>, but it's not a requirement) at the company's facility in Burnaby.</p> <p>This full-time position is suitable for a dedicated customer-oriented professional who wants to join a successful industry-leading manufacturing company with a small but dynamic team. Many of our team members have been with the company for 15 years or more.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> <li>- Provide superior customer service to Cdn &amp; US customers, including for customers in Quebec</li> <li>- Ability to bilingually quote pricing to customers in a fast paced environment</li> <li>- Order Entry while maintaining a high level of accuracy</li> <li>- Work cross functionally with our Sales, Marketing and Operations Departments</li> <li>- This hands-on position that has the potential to lead to senior role within our C/S dept. within 18 months</li> </ul>
CANDIDATE COMPETENCIES	<p><u>Required Skills, Qualities and Abilities:</u></p> <ul style="list-style-type: none"> <li>- 3+ years of experience in a customer service / order desk setting required</li> <li>- Ideally (but not required) fluent Bilingual (English and French), both written and oral</li> <li>- An ability to learn quickly, you are professional with excellent interpersonal skills and customer service skills</li> </ul>
CANDIDATE 'FIT'	<ul style="list-style-type: none"> <li>- You are a team player who is driven, has a sense of urgency, passion, a great sense of humour</li> <li>- Strong ability to multi task while remaining detail oriented</li> </ul>
HOW TO APPLY	<p>Please email your resume (cover letter optional) to <a href="mailto:info@philiprecruitment.com">info@philiprecruitment.com</a></p> <p><i>We thank all applicants for their interest, however, only those selected for an interview will be contacted.</i></p> <p><i>If this is not the right time or role for you, but you suspect it could be a great opportunity for a qualified candidate, feel free to forward this information to them and have them contact us directly.</i></p>