

Part- Time Administrative Clerk- Quintex Work Wear

1 Year Term

Quintex Services has an opening for an Administrative Clerk to assist and provide Customer Service Support to our Work Wear Division. The term of this position is anticipated to be from April 2018 until May of 2019.

Duties include but are not limited to:

- General office duties (answering phone calls/emails, data entry, filing, maintaining stockroom, invoicing, mailing, etc.)
- Maintaining customer database.
- Generating monthly sales commission and customer statement reports.
- Receiving and processing customer orders.
- Resolving customer complaints.
- Providing back-up support and vacation relief to other staff.
- Perform additional duties as required.

The successful individual will possess the following characteristics:

- Grade 12 diploma.
- 1-2 years of customer service experience.
- Exceptional computer skills – proficiency in Word, Excel, Outlook, Internet.
- Typing speed 40 WPM with a high level of accuracy.
- Effective time management skills and multitasking capabilities.
- Ability to work effectively under pressure and collaboratively in a team environment.
- Detail oriented with excellent interpersonal and communication skills.
- Experience with financial software (Sage/ ACCPAC) an asset.

Hours:

-Flexible schedule Monday – Friday, 4 hours per day (mornings or afternoons)

Interested candidates are asked to submit their resume and covering letter via email to:

hr@quintexservices.com

AND Complete a short assessment at:

https://assess.predictiveindex.com/oi/salesrep?utm_source=pisoftware&utm_content=%2fAssessments%2fOpenInvitation%2f0&utm_medium=247566

We thank all applicants for their interest, but only those selected for an interview will be contacted.