



B.G.E. SERVICE & SUPPLY LTD.

Customer Service Representative (Temporary to Permanent)

B.G.E. Service & Supply Ltd. provides quality filtration solutions for our customers. To further our growth and success, we are looking for a customer service **expert** to work with our **Edmonton team** in the role of **Customer Service Representative**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Whatever it Takes, and Be the Experts**.

The Customer Service Representative is responsible for assisting our customers with product inquiries and orders. In addition, they collaborate with other departments to resolve any emerging concerns that our customers face by effectively providing product and service information to meet their needs. The hours of work will be Monday to Friday from 7:30am – 4:00pm.

****This is a 3 month temporary position, possibly becoming a permanent position at the end of the 3 month contract.**

Responsibilities:

- Effectively process incoming orders via phone, fax and walk-in customers.
- Identify, assess, and pick orders to meet customers' needs.
- Assist the sales team generate sales leads.
- Maintain relationships with customers and other departments through open and interactive communication.
- Cash handling duties.

Qualifications:

- 1-2 years of Customer Service experience.
- Completion of high school is required.
- Customer-oriented mindset with the ability to proactively respond to different situations in a professional manner.
- Superior communication and interpersonal skills.
- Strong multi-tasking abilities to prioritize and manage time effectively in a dynamic environment.
- Excellent attention to detail and organizational skills.
- Proficiency with computers and MS Office (specifically Outlook & Excel).
- Ability to work well in a team environment and on your own.
- Enthusiastic with a positive attitude and desire to succeed.
- Must be authorized to legally work in Canada.
- Must be bondable. All applicants may be subject to pre-employment security check.



B.G.E. SERVICE & SUPPLY LTD.

What we can offer you:

- Competitive compensation.
- Excellent benefit package and RRSP matching program.
- Opportunities for skill development and career growth.

When submitting your application, please include, within your cover letter, which one of our core values (Together We Are Better, Whatever it Takes, or Be the Experts) stands out to you the most and why.

Apply with us by sending your cover letter and resume to careers@thefiltershop.com or via fax to (780) 437-2133. Please reference the job title and location when you apply.

B.G.E. Service & Supply Ltd hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.

We would like to thank all applicants for their interest in this position. However, only those selected for interviews will be contacted.