



**B.G.E. SERVICE & SUPPLY LTD.**

## **Order Desk/Admin (Vancouver)**

B.G.E. Service & Supply Ltd. provides quality air filtration solutions for our customers. To further our growth and success, we are looking to fill our Order Desk/Admin role. This position is responsible for providing excellent customer service and administrative support for our Vancouver branch. Working hours are Monday to Friday from 8.00 a.m. to 4:30 p.m.

Our ideal candidate for this role is a dynamic and results driven individual and who will embrace our core values of: **Together We Are Better, Whatever it Takes, and Be the Experts.**

### **Responsibilities:**

- Answering the phone and greeting customers.
- Process customers' orders, including verifying the availability of products and materials and record-keeping for costing and inventory control.
- Maintain a clean and well-organized warehouse and office.
- Maintain accurate invoicing and costing on all product documents daily.
- Enter data from work orders into the Preventative Maintenance tracking program.
- Participate in all warehouse activities, including shipping/receiving, inventory and purchasing/ordering activities and expediting special orders.
- Maintain accurate inventory accounting records.
- Record all Overs/Shorts and Damages for shipments and deliveries in a timely manner.
- Provide product consultation to customers and resolve issues with orders in a professional manner.
- Place weekly/monthly stock orders.
- Adhere to B.G.E.'s Safety Program.
- Other duties as assigned.

### **Qualifications/Experience:**

- Minimum of 2-4 years of Customer Service/Order Desk/Admin experience.
- Excellent customer service skills.
- Proven ability to work well in a fast-paced environment.
- Strong organizational and problem-solving skills with good attention to detail.
- Excellent communication and interpersonal skills.
- Strong computer proficiency, including MS Office.
- Experience working with Microsoft Dynamics AX is an asset.
- Understanding of warehouse/inventory protocol preferred.
- Adaptable self-starter who can lead and contribute to the team.
- Ability to build good and respectful working relationships.
- Must be legally authorized to work in Canada.



**B.G.E. SERVICE & SUPPLY LTD.**

**What we can offer you:**

- Competitive compensation.
- Benefits package and RRSP matching program.

Are you looking for a stable and rewarding career with a company that is committed to your development? Then apply with B.G.E. Service & Supply Ltd. by sending your resume to [careers@thefiltershop.com](mailto:careers@thefiltershop.com) or fax it 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.*