



B.G.E. SERVICE & SUPPLY LTD.

## Customer Service Representative

B.G.E. Service & Supply Ltd. provides quality air filtration solutions for people, places, and processes. To further our growth and success, we are looking for an individual with an outgoing and shining personality to work alongside 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 hours of work will be Monday to Friday from 8:00am – 4:30pm.

### **Responsibilities:**

- Provide exceptional customer service and create a welcoming atmosphere for both internal and external customers.
- Maintain relationships with customers and other departments through open and effective communication.
- Efficiently and accurately process incoming orders via phone, fax and walk-in customers.
- Cash handling duties.
- Assist the sales team generate sales leads.
- Cash handling duties.
- Assist with filing and data entry and other duties as assigned by the manager.
- Adhere to The Filter Shop's safety program

### **Qualifications:**

- Customer support experience in an office environment is required.
- 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.
- 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.

### **Physical Requirements:**

- Standing; walking; bending; working in dusty environments; exposure to heights, changing temperature, noise and lifting up to 10kg (22lbs).



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

Please send us your cover letter and resume to [careers@thefiltershop.com](mailto:careers@thefiltershop.com) or via fax to (780) 437-2133.

**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.**

*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.*