



B.G.E. SERVICE & SUPPLY LTD.

Order Desk/Admin

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.



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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 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.