



B.G.E. SERVICE & SUPPLY LTD.

Part Time Data Entry Clerk (Calgary)

B.G.E. Service & Supply Ltd. provides quality 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 **Calgary team** in the role of **Part Time Data Entry Clerk**.

The hours of work for this position will be approximately **20-25 hours per week**, working between the hours of 8:00am-4:30pm. 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**.

This position is responsible for performing general office and customer service duties for the Calgary branch along with supporting our Calgary branch Customer Service and Sales teams. This is an ideal role for someone who; has exemplary customer service skills, enjoys working in a winning team environment and is looking for part time hours.

Responsibilities:

- Provide support to the Customer Service and Sales teams with data entry of customer orders.
- Process incoming orders via phone, fax and walk-in as needed.
- Ensure customers are always receiving superior service and leaving happy.
- Answer and forward incoming calls for the Calgary office.
- Handle mail, couriers, and filing.
- Maintain relationships with customers and other departments through open and interactive communication.
- Create a welcoming and organized atmosphere for co-workers and customers.

Qualifications/Experience:

- Minimum one year experience working in an office environment.
- Superior customer service skills, a positive can-do attitude and a team player.
- Excellent communications skills, both verbal and written.
- Strong computer proficiency, including MS Office; experience using Microsoft Access is an asset.
- Maintain confidentiality of sensitive information.
- Proven ability to work well in a fast-paced environment.
- Strong organizational and problem-solving skills with good attention to detail.
- Capable of multitasking and taking initiative.
- Ability to build good and respectful working relationships.
- Must be legally authorized to work in Canada.
- Must be bondable. All applicants will be subject to pre-employment security check.

Please submit your application 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.