



B.G.E. SERVICE & SUPPLY LTD.

## Part Time Data Entry Clerk (Calgary)

Are you a friendly and customer service oriented individual looking for part-time hours for work/family balance? Then, this is the right opportunity for you.

B.G.E. Service & Supply Ltd. provides quality filtration solutions for people, places, and processes. We are looking for **Part-Time Data Entry Clerk** to work alongside our **Calgary team**.

The hours of work for this position will be approximately **4-5 hours per day** between 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.**

### **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](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.*