

Job # 910010

Customer Service Representative (Bilingual French)

NUMBER OR POSITIONS 1

Location – MISSISSAUGA

Description:

FULL-TIME PERMANENT

Our client is the proven leader in the residential and industrial sectional door industry in Canada with a commitment to be the highest quality, most competitive door systems manufacturer in the world. They use the latest technology in continuous polyurethane manufacturing processes combined with design ingenuity that has resulted in world class door systems characterized by superior adhesion and structural integrity.

Responsibilities

- Accounts Payable / Account Receivable
- Primary responsibilities include
- Speaking with customers on the phone
- Taking/processing orders
- Coordinating orders with the plant shipping and the customers
- Invoicing and filing

Qualifications

- A professional demeanour complimented with strong interpersonal skills
- Problem solving, multi-tasking, and detailed oriented
- Strong sense of priority
- Ability to work independently or as part of a team
- Good oral and written communication skills
- Good math skills
- 6 months to a year in an office environment

Salary

- **30K – 34K**
- **Full time**
- **Full Benefits**

Application

Click here to e-mail us a current copy of your resume in MS Word format and one of our Placement Directors will be pleased to contact you should your qualifications match our clients' requirements.