



\$\$\$ HIGH 5! Eligible – Open Position:

\$\$\$ CUSTOMER SERVICE/SALES ASSISTANT – DELTA 11

JOB TITLE: Customer Service Representative/Sales Assistant
LOCATION: Delta, BC: Plant 11
REPORT TO: Sales Manager
POSTED: March 23, 2017
REPLY TO: humanresources@plastifab.com

PRINCIPLE RESPONSIBILITY

The CSR/Sales Assistant is responsible to provide sales support and technical services to the sales representative for customers.

FUNCTIONAL RESPONSIBILITIES:

1. Provide technical assistance to sales representatives
2. Provide on-site technical support for building systems
3. Provide excellent customer service
4. Preparation and maintenance of job files.
5. Prepare product detail drawings developed on AutoCAD
6. Assist in preparing shop drawings.
7. Provide customer quotes using Internal quoting system
8. Maintain supply of sales materials
9. Assist with logistics and order scheduling
10. Check plan rooms
11. Conduct field measuring and attend job site meetings
12. Apply for alternatives
13. Meeting all safety requirements and regulations
14. Ensure a clean work environment
15. Develop a flexible approach to team environment
16. Follow company policies and procedures

SKILLS & KNOWLEDGE REQUIRED:

- Excellent interpersonal communication, problem solving and decision making skills
- Detailed oriented with good organizational and time management skills
- Proficiency with Microsoft Office
- Previous experience with AutoCAD would be an asset
- Understanding scheduling and shipping logistics

EDUCATIONAL QUALIFICATIONS:

- Grade 12 with related job experience required
- Construction experience an asset
- Diploma in Civil Technology an asset