

Careers Careers

525 office help



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Whose primary responsibility will be servicing an existing client base throughout Canada, as well as helping to establish new clients. Location: Markham, Ontario.

Requirements for this position include 2-3 years sales/service experience, preferably in the packaged goods industry, as well as strong communication skills, superior customer focus, and good analytical abilities. Fluency in both official languages would be considered an asset.

If you have these qualifications, and are interested in the position, please submit your resume to:

Debbie Gusack
Human Resource Manager
P.O. Box 639
Saint John, NB E2L 4A5

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The Emerson Power Transmission Division of Emerson Electric, a leader in the Mechanical Power Transmission field, is currently seeking an enthusiastic person for the position of:

CUSTOMER SERVICE ASSISTANT
Temporary

The primary responsibilities involve answering fax inquiries from EPT customers regarding price, delivery and expediting of existing orders. Pricing and entering fax orders into a computerized order entry system and relieving data entry and reception will also be required. Once trained, the candidate will act as backup on the Customer Service desk as needed.

The ideal candidate will be a high school graduate with some post secondary education. Excellent keyboarding and telephone skills are essential, as is 2 years of Customer Service experience.

Interested candidates should forward their resume to:

Lois Marshman
Emerson Electric Canada Limited,
9999 Hwy 48, Markham, Ont. L3P 3J3
Fax: (905) 475-4630



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SECRETARY/Sales ASSISTANT

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Triton Sales & Marketing Inc.
10 West Pearce Street, Suite #9
Richmond Hill, Ontario
L4B 1B6
Attn: Liz Walters, Office Manager

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