

INTERNAL POSTING

Job Title:	Pick-Up Counter Attendant	Job Code/Req.#:	12-01-2017
Location:	Vancouver, BC	Travel Required:	No
HR Contact:	Steve Rhodes	Position Type:	Full-time, 40 hours per week 8:30 AM – 5:00 PM
Date posted:	December 05, 2017		
Posting Expires:	December 15, 2017		
Please drop off, or email resume and cover letter to:			
stever@sanmarcanada.com		Subject Line – Pick-Up Counter Attendant 12-01-2017	
PICK-UP COUNTER ATTENDANT JOB DESCRIPTION			
<p>Reporting directly to the Account Executive Manager, the role of the Pick-Up Counter Attendant is to organize and distribute all customer pick-up orders while providing outstanding customer service. Interacting directly with customers or their agents, the Pick-Up Counter Attendant must continuously demonstrate SanMar Canada's values of Service, Teamwork, Integrity, Excellence and Service.</p>			
Required Qualifications and Experience			
<ul style="list-style-type: none"> You have previous Customer Service experience, previous picking, packing, and invoicing experience desired You have working knowledge of computerized inventory systems (PICK system knowledge preferred) You are comfortable using Microsoft Office programs You have the ability to respond to all customer requests in a positive, customer service oriented manner You are solution oriented and have the ability to work with minimal supervision You have the ability to repetitively lift over 30lbs You are comfortable standing/walking for long periods of time 			
Job Duties			
<ul style="list-style-type: none"> Handle all situations and customer requests in a professional manner Provide customer service in the showroom as needed Make sound decisions based on SanMar Canada's values Strengthen current relationships with customers Assist at the Pick-Up Counter, processing pick-ups, returns and customer inquiries Act as a support network for the team by assisting with other office duties Consistently exercise and promote SanMar Canada's values All other duties as required 			