

INTERNAL POSTING

Job Title:	Order Entry/Showroom Assistant	Job Code /Req.#:	2017-0817QC
Location:	Saint-Laurent, QC	Travel Required:	No
HR Contact:	Diana Ricaurte	Position Type:	Full time, 40 hours per week Overtime may be required
Date Posted:	August 17, 2017		
Posting Expires:	August 25, 2017		
Please drop off, fax or email resume and cover letter to:			
289-290-3385 or dianar@sanmarcanada.com		Subject Line: Showroom Assistant 2017-0817QC	
Job Summary			
<u>Order Entry/Showroom Assistant</u>			
<p>The role of the Showroom Assistant is to build and develop strong relationships with SanMar Canada's customers. Reporting directly to the Account Executive Manager, the Showroom Assistant is responsible for maintaining products and assisting customers in the showroom, effectively building business relationships while educating our customers on our products and assist Account Executives as needed.</p> <p>Hours of this position are Monday - Friday, 8:00AM - 4:30PM</p>			
<u>Qualifications & Experience:</u>			
<ul style="list-style-type: none"> • Must be fluent in French & English (written and oral) • High school diploma • Customer service or retail experience an asset • Friendly, outgoing and a bubbly personality! 			
<u>Job Duties & Responsibilities:</u>			
<ul style="list-style-type: none"> • Maintaining cleanliness of the Showroom (steaming garments, mopping) • Assisting customers • Assisting with order entry • Assisting with returns • Assisting with other duties as required 			