
JOB OFFER

Shipping Desk Agent

Quebec branch

Under the supervision of the Customer Service Supervisor, the incumbent coordinates the preparation, shipping and payment of orders.

TASKS AND RESPONSIBILITIES

- Courteously greet customers coming to pick up their merchandise;
- Respond to calls and emails from customers for the preparation, pick-up and shipping of equipment;
- Prioritize picking vouchers for handlers;
- Manage the shipment of equipment according to carrier deadlines;
- Obtain quotes from carriers;
- Complete all the documents associated with the shipment of the material;
- Work in collaboration with colleagues from other departments to optimize customer service;
- Keep the customer informed of any problem during the process of preparing or shipping his order;
- Follow up on outstanding orders;
- Perform all other related tasks.

REQUIREMENTS AND SKILLS

- Be reliable and punctual;
- Have a good learning ability;
- Demonstrate excellent customer service;
- Be skilled in computers and basic calculations;
- Follow internal procedures;
- Be able to handle several tasks at the same time.

Here are the attitudes expected of an employee:

- Be motivated and organized;
 - Be proactive and thorough;
 - Use good judgment;
 - Be rigorous and professional;
 - Have a good team spirit.
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REVÊTEMENTS DE MUR ET DE SOL

ADVANTAGES

- Competitive salary;
- Comprehensive group insurance program paid 100% by the employer;
- Group RRSP with employer contribution;
- Free parking and public transportation nearby;
- Gym;
- Social committee, employee discounts.

Please send your CV by email to rh@centura.ca or via the www.centura.ca "career" tab

In order to facilitate the reading of this document, the use of the masculine form has been retained.