



CIE D'APPAREILS ÉLECTRIQUES LTÉE

**PEERLESS**

**ELECTRIC COMPANY LTD.**

---

Peerless Electric is a leading Canadian lighting solutions provider specializing in the manufacture and supply of lighting fixtures for the commercial, industrial and institutional markets. We have been providing quality, innovation and energy efficiency to the lighting marketplace for over 60 years. We have modern facilities in Montreal, Toronto and Calgary.

### **Customer Service Coordinator**

We are currently looking for a customer service Coordinator who will be responsible for providing a consistently high level of service to Peerless Electric customers and identifying opportunities to improve process and increase levels of customer satisfaction. The CS Coordinator will be in charge of the Customer Service team for Eastern Canada.

### **Accountabilities**

- Supervise customer service team.
- Providing high level of service for all customers (includes price inquiries, delivery dates)
- Participate daily to production meeting to ensure to effectively fulfill customer requirements
- Fully understand the implications of actions as they relate to the customer as well as the impact on production and financial results.
- Provide in-house support for various sales initiatives

### **Capability Requirements**

- Bilingual (English/French)
- Initiative and skill to make informed decisions based on diverse data inputs
- Minimum 3 years Customer Service experience
- College Diploma (financial knowledge is an asset)
- Strong computer skills (AS400 & MSOffice)
- Knowledge of Lighting industry is a strong asset

Send your resume to [jobs@peerless-electric.com](mailto:jobs@peerless-electric.com)