



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 Representative

We are currently looking for a Customer Service Representative who will be responsible for providing a consistently high level of service to Peerless Electric customers.

Responsibilities

- Entering orders into AS400 system following the usual procedure.
- Ensuring that all orders meet the minimum order criteria.
- Acknowledging every order in a timely manner.
- Gathering the necessary information to open a CAR. (Corrective Action Request)
- Providing high level of service for all customers (includes price inquiries, delivery dates, waybill numbers)
- Provide in-house support for various sales initiatives

Requirements and skills

- Bilingual (English/French)
- Minimum 1 year as a Customer Service Representative, preferably in a manufacturing environment.
- College Diploma (administration knowledge is an asset)
- Strong computer skills (AS400 is an asset)
- Knowledge of Lighting industry is a strong asset
- In order to succeed in this position, you need to be comfortable in a fast-paced environment. You are flexible and able to evolve in a constantly changing work environment. Finally, you are a positive and “team player” person.

If you are ready for a new challenge and would like to join our team, please send your resume to the following address:

jobs@peerless-electric.com