

EMPLOYMENT OPPORTUNITY

Job Code: CL18-017
Position: Order Desk – Customer Service Representative
Position Type: Full Time
Hours of Work: Mondays to Fridays 8:00 am to 4:00pm
Location: Richmond, BC

This position is responsible for processing orders, receiving and acting on general enquiries regarding the orders and processing documentation resulting from the deliveries. In addition to these duties, the **Customer Service Representative** will also be responsible for coordinating customer requests and tracking order status on an ongoing basis.

The successful candidate will possess exceptional customer service, strong computer skills including Outlook and data entry with organizational skills. 1-2 years of order desk experience is preferred. Experience working in a deadline oriented, fast-paced environment will be a must.

Commercial Logistics offers an attractive package which includes excellent benefits and competitive compensation.

To apply for this position please email your resume and cover letter with your salary expectations.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.