



Position Title: Sales / Order Processing / Shipping

Location: Edmonton, Alberta

Duration: Full-time

Wages: Hourly Pay Structure

Date of Posting:

Company Background:

AMCO Distributors has been in operation for over 25 years and is a family run business that sells kitchen and bathroom cabinet components. For more information on our products please visit our website at www.amcodistributors.com.

Position Summary:

- Customer service and sales
- Receiving and processing orders
- Entering bills and expenses
- Other administrative tasks
- Manual labor will be required 1-2 days a week to receive shipments from our suppliers, separate into orders and arrange for shipping or pick-up. This will involve maneuvering oversized boxes and require forklift experience.

Requirements

- Excellent interpersonal skills and client service skills
- Strong commitment to excellence and attention to detail
- Proven problem solver with strong analytic skills
- Exceptional time management skills and the ability to manage multiple tasks
- Ability to develop effective working relationships and contribute to a team environment.
- Excellent computer skills
- Demonstrated flexibility in adapting to a wide variety of tasks and functions
- Strong multi-tasking and prioritization skills with the ability to adapt and change.
- Forklift training and experience
- Strength and ability to keep up with a demanding physical tasks.

Application Process:

- Please e-mail your application without attachments to info@amcodistributors.com