



Counter/Warehouse – Waterloo

September 2019

Responsible for handling customer inquiries at the Counter, ensuring that FM Supply provides extraordinary customer service to our valued partners. The successful candidate will also work in the Warehouse and is responsible for the accurate picking, packing, shipping, receiving, and cleanliness providing a safe working environment.

Duties and Responsibilities:

- Pricing, order entry and expediting
- Serve customers in a courteous manner
- Provide technical product assistance
- Work with accuracy in a safe and efficient manner
- Order picking, packing
- Shipping and receiving
- Stocking Shelves
- Other duties as assigned

Minimum Requirements:

- Team Player
- Exceptional customer service skills and commitment to customer success
- Good communication skills

Please send resume with cover letter to admin@fmsupply.ca

Only those selected for interviews will be contacted. No phone calls please