

**Motion Canada- Belleville
Customer Service Representative.**

HOURS OF SERVICE

Monday to Friday 8am – 5pm

THE WORK EXPERIENCE AT MOTION CANADA INCLUDES:

- Competitive salary with quarterly bonus plan
- An attractive pension plan
- Comprehensive flex benefits
- Personal Growth and Development opportunities
- Friendly and supportive work environment

ABOUT THE ROLE:

- Provide customer service to local industry partners specializing in Mechanical and Industrial supply
- Perform total customer care activities such as providing quotes, researching requests, entering purchase orders and provide general customer account support
- Assist with identifying product to service our walk-in clientele
- General office related duties as required

REQUIRED SKILLSET:

- Manage Email traffic- must be responsible to respond to approx. 75- 100 emails daily
- Proficient in computer data entry
- Self-Motivated and able to work in a team environment
- Positive Attitude with good phone etiquette

ADDITIONAL SKILLSET WHICH WOULD BE OF BENEFIT:

- Previous Distribution and parts ordering experience
- Working in a fast-paced customer focused office environment
- Understanding of industrial sales and a mechanical aptitude

Working at Motion Canada is about partnering – with our teams, our suppliers and our customers. We work hard to deliver the kind of culture and benefits that make the experience more than just a career move – you'll partner with some of the most talented people driving our industry forward. But that's enough about us- apply now to become a team member with **Motion**.