



Part- Time Administrative Clerk- Quintex Work Wear

Quintex Services has an immediate opening for an Administrative Clerk to assist and provide Customer Service Support to our Work Wear Division.

Duties include but are not limited to:

- General office duties (answering phone calls/emails, data entry, filing, maintaining stockroom, invoicing, mailing, etc.)
- Maintaining customer database.
- Generating monthly sales commission and customer statement reports.
- Receiving and processing customer orders.
- Resolving customer complaints.
- Providing back-up support and vacation relief to other staff.
- Perform additional duties as required.

The successful individual will possess the following characteristics:

- Grade 12 diploma.
- 1-2 year's customer service experience.
- Exceptional computer skills – proficiency in Word, Excel, Outlook, Internet.
- Typing speed 40 WPM with a high level of accuracy.
- Effective time management skills and multitasking capabilities.
- Ability to work effectively under pressure and collaboratively in a team environment.
- Detail oriented with excellent interpersonal and communication skills.
- Marketing experience will be considered an asset.
- Experience with financial software (Sage/ ACCPAC) an asset.

Quintex Services Offers its Employees:

- Career advancement opportunities.

Hours: Flexible schedule Monday – Friday 3-4 hours per day (mornings or afternoons)

Interested candidates are asked to submit their resume via email to:

hr@quintexservices.com

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