



Employment Service

905-727-3777 222 Wellington Street East, Main Floor



Job Title **Customer Service / Order Desk** **Job # 1904019**

NOC / NAICS 6421 / 532310 **Date** April 18, 2019

Location **AURORA:** Yonge / Wellington **Wages** \$18.00-\$20.00 per hour

Experience (Yrs.) 0-1 1-3 3-5 5+ **Hours/Week** 35+ hours/week

Employment Type Perm Temp Seasonal **Schedule Availability** Weekdays 7am start
 FT PT

Benefits Available After Probation Period No Yes:

Workplace / Physical Requirements

Company

Tool and equipment rental has everything you need from hammer drills to Bobcats and Booms and everything in between including concrete, plumbing, flooring, scaffolding, lifts, welding equipment and much more.

Position Summary / Candidate Profile

A Desk Clerk opportunity working for a service company located in Aurora. This role is responsible for supporting customers and an ideal candidate is outgoing and detail oriented.

Job Duties

- Dealing with customers coming in to rent Construction and Landscape Equipment
- Ensuring prompt turnaround time from phone call to having the equipment delivered to a job site
- Coordinate deliveries / equipment rentals
- Maintain customer relationships and service ensuring long term customers are retained
- Ensuring paperwork is processed and applicable payments
- Telephone customer service

Requirements / Candidate Profile

- **Previous order desk / customer service experience is required**
- Some equipment background or knowledge would be helpful
- Outgoing personality is a Must
- Strong communication skills
- Attention to detail

How to apply

To apply please submit resume to HRQR@rncs.ca for pre-screening and consideration. Include a note indicating why you are a good fit for this position.

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following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.