



<b>Job Title</b>	<b>Counter Sales Representative</b>		<b>Job #</b>	<b>2002015</b>
<b>NOC / NAICS</b>	6221 / 332322		<b>Date</b>	February 19, 2020
<b>Location</b>	<b>Newmarket (Bayview)</b>		<b>Wages</b>	Competitive based on experience
<b>Experience (Yrs.)</b>	<input type="checkbox"/> 0-1	<input checked="" type="checkbox"/> 1-3	<input type="checkbox"/> 3-5	<input type="checkbox"/> 5+
<b>Hours/Week</b>	35+ hours/week			
<b>Employment Type</b>	<input type="checkbox"/> Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/> Seasonal		<b>Schedule Availability</b>	Overtime may be required
	<input checked="" type="checkbox"/> FT <input type="checkbox"/> PT			
<b>Benefits Available After Probation Period</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes: health, dental, life insurance and RRSP employer contribution plan			
<b>Workplace / Physical Requirements</b>	Some heavy lifting / order picking may be required			

**Company**  
 Join a major Canadian supplier of building products! An immediate opening for a one-year contract for maternity leave coverage.

- Job Duties**  
 Reporting to the Branch Manager, the CSR will provide a wide range of services including
- Service customers at the counter and on the phone
  - Create quotes and enter orders through our point of sale system
  - Deposit customer payments
  - Maintain showroom
  - Responsible for opening/closing of showroom
  - Warehouse duties including picking orders and restocking (some heavy lifting involved and forklift experience would be an asset)

- Requirements / Candidate Profile**
- Mathematically inclined
  - Strong computer skills are required in order to learn various operating systems
  - Good attendance and work record is required
  - Organized and highly flexible individual who can perform with minimal supervision
  - Excellent verbal communication and interpersonal skills
  - Ability to deal with customers and vendors in a professional manner.
  - Excellent time management skills
  - Excellent opportunity for an energetic person who possesses some industry knowledge in exterior building products and thrives in a busy environment.
- Work hours**
- From December – April 7:30 a.m. – 4:00 p.m. Monday – Friday
  - From April – May 7:00 a.m. – 5:00 p.m. Monday – Friday
  - From May – December 7:00 a.m. – 5:00 p.m. Monday – Friday + Saturday mornings (rotating schedule)
  - Overtime is required during our peak period

**How to apply**  
**To apply please submit resume to [HRQR@rnccs.ca](mailto:HRQR@rnccs.ca) for pre-screening and consideration.**  
**Include a note indicating why you are a good fit for this position.**

**Disclaimer**  
*RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only 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.*