



Les Revêtements AGRO Inc., located in Granby, is a **family-owned SME** that has specialized in the manufacture, distribution and installation of interior wall coverings in Eastern Canada **for over 30 years**.

RECEPTIONIST AND TRANSPORTATION COORDINATOR

Full time | Granby

WHY JOIN THE TEAM?

- RRSP
- 5 paid sick days
- In-house training provided
- Fun and relaxed work environment
- Established company (+30 years)

We are looking for someone to manage phone calls and greet clients, as well as respond to general inquiries for the company. This person will also provide administrative transportation support.

MAIN DUTIES

Reporting to the President:

- Answer phone calls and direct them to the appropriate person
- Greet clients at the counter
- Collaborate with the person responsible for orders, billing and taking orders at the counter
- Carry out the payment of counter orders and follow up with the accounts receivable clerk
- Monitor the company's email inbox and follow up as needed
- Maintain the filing of administrative documents (orders, supplier invoices, etc.)
- Take care of the receipt and sending of mail and various correspondence
- Prepare pouches, binders and sample documentation for clients
- Prepare transportation quotes for shipping goods
- Schedule order pick-up with carriers
- Prepare documentation for orders to be delivered and contact clients when their orders are ready for delivery
- Negotiate partnership agreements with targeted transport companies by region

REQUIREMENTS

- Proven experience in a similar position
- Ability to work with French- and English-speaking clients and/or suppliers
- Computer skills
- Personalized, transparent and solid client relations skills

IDEAL PROFILE

- Rigorous work ethic
- Highly autonomous and motivated
- Ability to work collaboratively and manage multiple time- and priority-sensitive tasks simultaneously
- Good listener and a keen, open and creative mind
- Ability to manage pressure and priorities
- Ability to build trust with work team and clients

If you are interested in this position, please apply via our [website](#).

We are looking for someone to start as soon as possible. This is a 40-hour per week position, Monday through Friday, 8 a.m. to 5 p.m. The workplace is located at 1195 Rue Principale in Granby.

We thank you for your interest in the company. However, only those individuals selected for an interview will be contacted.