



**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**.

## ORDER MANAGER

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 provide clerical support to the sales team in taking orders, invoicing and managing the production schedule.**

### MAIN DUTIES

---

Reporting to the Director of Sales:

- Take orders (phone, e-mail and counter)
- Carry out invoicing
- Ensure realistic delivery times with respect to production schedules
- Provide client communications support to the sales team before, during and after the project

### REQUIREMENTS

---

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

### IDEAL PROFILE

---

- Ability to develop a relationship of trust with the work team and clients
- Highly motivated
- Ability to work in a collaborative, efficient and rigorous manner
- Autonomy and a good sense of responsibility
- Ability to manage pressure and priorities

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.