

Job Description:

Admin Sales Support
SYNERGEX CORPORATION

Job Type: Full Time
Location: Mississauga, ON, CANADA
Report to: V.P. and Director of Operations of Synergex Control Automation
Contact Email: jobs@syx.ca

KEY RESPONSIBILITIES:

- Purchase material for projects and distribution customer order based requirements provided by SCA staff.
- Act as first line for customer inquiries and forward to the appropriate staff.
- Administration of project files
- Administration of company credit cards (Petro Canada, Staples, Home Depot, Visa)
- Weekly payroll submission to Head Office
- Company vehicle administration & maintenance
- Any other administrative duties as required
- Comply to all established company policies

POSITION REQUIREMENTS:

- 3-5 years of direct customer service experience
- Professional telephone manner
- Excellent organization and time management skills
- Proficient utilization of Microsoft Office.
- Thorough understanding of order processing