



Customer Service and Warehouse Assistant

Keir Surgical Ltd. is a Vancouver-based company that has been in business since 1923. Our mission is to be Canada's premier surgical products company, through a strong commitment to our customers, employees and products, pride in being Canadian, and adherence to a solid business strategy. **We are seeking a full-time Customer Service and Warehouse Assistant for immediate employment working from our Vancouver head office location.**

The successful candidate will report directly to the Customer Service Manager and the Warehouse Manager and will have the following responsibilities:

- Processing customer returns including receiving of product, processing paperwork, and generating credit notes
- Develop a rapport with our suppliers in order to communicate concerns/inquiries and arranging regular product returns for credit as needed
- Communicating with sales reps to assist with requests and enquiries
- Organization and filing of paperwork into short and long term storage on a daily to weekly basis
- Processing order invoices to be delivered both electronically and via post
- Assist with monitoring and reconciling inventory for accuracy
- Receiving of shipments from suppliers with quality check and verification of cost and quantity.
- Back-up of order allocation and backorder release as well as for picking and shipping orders
- Maintaining build requirements and actual assembly of products
- Other tasks as assigned by Customer Service Manager or Warehouse Manager.
- Has a complete understanding of all company policies and procedures relevant to this position, as outlined in the quality manual.
- Identifies and communicates suggestions for improvements in all areas of business.
- Conducts oneself and represents Keir Surgical ethically and professionally at all times

Suitable candidates will possess the following skills and experience:

- Excellent verbal and written communications skills
- Energetic team player with a can-do, will-do attitude
- Ability to manage multiple projects and meet deadlines
- Experience and proficiency in Accpac would be an asset

Keir Surgical offers a competitive remuneration program with benefits. Please send a cover letter and resume to careers@keirsurgical.com. Only short-listed candidates will be contacted. No phone inquiries please.

Date posted: January 3, 2019