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Operations Clerk

2020-4839

22 hours ago

of Openings 1 CA-NS-Dartmouth Job Category Customer Service/Support

Is this job for you?



Do you believe in putting the customer first?
Do you love to solve problems and create solutions?
Do you have an exceptional attention to detail?

WELCOME HOME!

Trans Global is actively seeking to expand our service team. We need people with a great customer focused attitude! The winning combination of team spirit and desire for career focused growth will ensure a rewarding experience in one of our fabulous retail locations!

Responsibilities

- Daily review of the BSR to identify and schedule custom installations performed by the shop. This is followed by the generation of a work order record in the TAS system.
- Daily review of the DER, processing of even exchanges, credit memos and transferring product into WMS
- Handling of incoming phone calls from technicians and customer to process C.O.D.'s.
- Arranging Pickup and Delivery of customer product
- Dealing with customers at counter and various office support functions

Qualifications

- Punctuality and dependability a must
- Must be accurate, neat and organized, and detail oriented
- Proven ability to produce results, self-motivated & customer service oriented
- Ability to work in a fast paced environment
- Computer skills, telephone etiquette
- Strong communication and customer service skills
- Effective problem solver, team player

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