Polywest is a distributor of liquid handling products including polyethylene tanks, Banjo & Norwesco liquid handling products, as well as above and below ground fiberglass tanks.

**Customer Service Representative (CSR) – Acheson, AB.**

**Purpose:** The goal of the Customer Service Representative (CRS) position is to bridge the sales team and the shipping team. The CSR will require an outgoing personality who will fulfill the transactional needs of our customers while supporting and complementing our sales team. Tracking the sales through shipping to invoicing will be a key responsibility of this role. An inquisitive mind and attention to detail and accuracy will be crucial. Solid multitasking skills, effective communication and problem solving with demonstrated flexibility will be attributes that will serve you very well in this role.

**Duties:**

Listed in order of most time required to complete:

* Invoicing orders and filing completed paperwork.
* Greeting and ensuring anyone walking into Polywest is looked after promptly and professionally with their product needs and order fulfillment.
* Establishing and developing a relationship with our customer base as well as with co-workers
* Inventory confirmation of products to customers and assisting product & pricing inquiries.
* Tracking open orders to ensure all committed orders are shipping to customers
* Processing any RMA or PAR transactions as they arise.
* Supporting the receiving and backorder allocation process with the Warehouse Supervisor

Polywest offers an exciting team-oriented work environment where you will be given the structure and opportunity to watch your career grow. Our aggressive growth path will open up new opportunities for those interested in furthering their career. Supported by our Winnipeg head office, our network of branches also includes Saskatoon.  We offer a competitive compensation package, paid benefits, and paid vacation after year one. Polywest operates Monday through Friday (8:00 am until 4:30 pm).