

Expressions Products a well established promotional items company located in Etobicoke Ontario is looking for the following .

Customer Service Representative

Duties as follows

Communication with clients via both phone and e-mail

Order Entry

Communication and follow up with overseas factories in regards to costing and delivery

Quote follow up with clients

Production and Sales reports

Invoicing / filing

Help in shipping and sample preparation as needed

Hours Monday to Friday 8 30 to 4 pm . Hybrid position where working from home and office is an option

Competency in Excel and Windows is required

Salary to be negotiated depending on experience in promotional item industry

Please send resume to ar@trimlogic.net