

Company: Nutralab Canada Ltd.

Position: Receptionist / Customer Service Representative

Corporate Overview:

Nutralab Canada Ltd. is a rapidly growing contract manufacturer of private label dietary supplements. Part of the Honsons Pharmatech Group founded in 1995, Nutralab is uniquely positioned in the health contract manufacturing sector in that it offers a complete one-stop-shop service from product formulations to final packaging.

Summary:

Nutralab Canada Ltd. is looking for a full-time Receptionist / Customer Service Representative. If you are an outgoing, organized, and efficient individual looking to join a growing, dynamic team, submit your resume to us today!

Location: Markham (GTA), Ontario, Canada

Website:

<http://www.nutralab.ca>

BENEFITS:

- Fast-growing company with infinite potential
- Varied work scope allows for learning about different aspects of the business and facilitates career advancement
- Flexible, friendly, and open work culture
- Competitive remuneration and benefits package

PROFESSIONAL EXPERIENCE:

- Past experience as receptionist
- Past experience as customer service representative

QUALIFICATIONS:

- Demonstrates strong time-management and organizational skills
- Excellent communication skills
- Friendly, professional, enthusiastic attitude with strong work ethics
- Able to assist sales team in cold-calling customers
- Good software knowledge of Microsoft Office Suite (Microsoft Outlook, Excel, Word, etc.)
- Bilingualism in English and French is strongly preferred

RESPONSIBILITIES:

- Receive guests and customers at the door and connect them to correct personnel
- Transfer phone calls to corresponding departments
- Assist sales team in cold-calling customers
- Sign for delivery packages and mail, and pass them on to appropriate personnel
- Assist in mailing outgoing letters and paper correspondence

- Administration duties as assigned

EDUCATION:

- University degree or college diploma

TO APPLY:

Please email your cover letter and resume to hr@nutralab.ca