



## ADMIN & CUSTOMER SERVICE REP

A full-time admin & customer service rep is required for our Harvex Addison location.

Responsibilities included but not limited to:

- Assist customers at the counter
- Keep store tidy and stocked
- Answer phones
- Take feed orders
- Invoice and bill customers
- Maintain an organized workstation

The candidate should possess the following skills:

- Self-starter with strong initiative
- Strong organizational skills and high attention to detail
- Bookkeeping skills – **asset but not required**
- Knowledge of the agriculture industry – **asset but not required**
- Good customer relations skills
- Strong computer skills
- Flexibility to work long hours and weekends during busy season
- Long term team player

This is a full-time position with competitive wages and benefits.

Only qualified candidates will be contacted for interviews.

No telephone calls please.

Send resumes to the attention of Sam Asbreuk via email: [sasbreuk@harvex.com](mailto:sasbreuk@harvex.com)

Or send resumes to:

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