



Seeking Full-time Counter Service Sales Representative/Warehouse Operator

Lynco Products Inc has been in business since 1973. We are a leading distributor in High Pressure Pumps, Pressure Washers, Industrial Air Compressors, Car Wash Supplies and Industrial Products serving Canada and Northern US (bordering states). Lynco is committed to providing our valued customers, and new prospective customers the very best customer experience possible.

We are currently looking for a motivated, hardworking, experienced Warehouse/Counter/Phone Sales Representative who has what it takes to work in fast-paced environment requiring attention to detail. You have the communication skills of a great customer service person and enjoy working in a dynamic environment that allows you to meet new people. Serving in both the showroom area (customer sales area) and in our warehouse, you are experienced with plumbing, heating, electrical products and you are the type of person who appreciates variety in their daily workflow and learning new skills.

Reporting directly to the Manager, your job duties are, but not limited to:

Job Duties/Responsibilities:

- Serving customers at sales counter and assisting them with all their parts requirements
- Dealing with customers on the phone and in person in an efficient and pleasant manner
- Prepare orders for shipping with proper documentation
- Load and unload product from trucks using a forklift
- Receive parts and supplies, ensure that all documentation is complete and accurate
- Stock shelves, put parts in proper locations throughout warehouse
- Perform miscellaneous job-related duties as assigned

You will prove yourself to be an asset to Lynco by possessing the following skills necessary to succeed:

Skills/Competencies:

- Excellent phone and in person customer service skills
- Accuracy in picking and shipping orders
- Organized team player with a strong aptitude to performing tasks accurately
- Punctual, efficient and professional
- Ability to work under time constraints and deadlines
- Able to lift at least 50 pounds
- Ability to operate a forklift

Experience/Education:

- High school diploma or equivalent
- Previous parts sales and warehouse experience desirable
- Knowledge of or previous experience in the Pumping/Plumbing/Electrical industry an asset
- Current Forklift Certification required
- Solid basic computer skills including Microsoft Office products.

If you want to join a company with a great culture that truly values and rewards you for a job well done, then we encourage you to submit your resume to careers@lynco.com. Our compensation and benefits, including career growth potential are competitive and will be based on experience and abilities.

*No phone calls or drop ins please. **Apply by email submission, stating applicable experience and salary expectations in your cover letter.** All submissions are kept in the highest level of confidentiality. The position will remain open and posted on our website until a suitable candidate is selected.

We are an equal opportunity employer. We would like to thank all applicants for their interest in employment with Lynco, however, only those who possess the desired qualifications, experience and **local to the Calgary area** will be contacted for further review.