

Position 1: Order Desk and Inside Sales Representative

Salary range: \$19 to \$20.50 per hour plus benefits

Location: Port Kells, Surrey BC

Employment Type: Permanent, Full-Time

About the job

At G. Hjukstrom, we are constantly seeking eager, hardworking, ambitious people not just based on resume points, but also their enthusiasm, work ethic, and ability to go above and beyond expectations.

G. Hjukstrom as an importer wholesale distributor was established in 1964 and started providing high-quality products with exceptional customer service, and competitive prices. We value our relationship with our clients which is based on trust and transparency and we aim to fulfill their expectations timely with our branded products.

Currently, G. Hjukstrom is seeking a candidate for a full-time position, **Order Desk and Inside Sales Representative** with excellent **customer service** to join us.

Preferred Qualifications:

- Must have previous experience in the automotive or industrial sales
- Must have data entry skills to process purchase orders
- Ability to build rapport with clients and thrive in a team environment
- Excellent written and verbal communication skills for dealing with retail customers
- Ensure full understanding of all products and have a continued awareness of the most current information available
- Maintain an awareness of current promotions and catalogues
- Excellent attention to detail
- Strong organizational and prioritization skills
- Proficient with MS Office, and Outlook
- Experience in processing orders by using EDI systems
- Fluent in English and bilingual in French can be an asset
- Full-time availability and able to commute to Surrey

If this role seems like the right fit for you, please send your resume with the subject line "Order Desk and Inside Sales Representative" to info@hjukstrom.com and our HR Department will be in touch.

We look forward to hearing from you.

Thank you

Position 2: Shipper & Receiver

Salary range: \$17.50 to \$18.50 per hour plus benefits

Location: Port Kells, Surrey BC

Employment Type: Permanent, Full-Time

Currently, G. Hjukstrom is seeking a candidate for a full-time position, **Shipper and Receiver** to join us.

Requirements:

- Minimum two (2) years of experience as a shipper/receiver
- Preparing shipping documentation and coordinating logistics for shipments
- Receiving and inspecting incoming shipments
- Ensuring shipping checklists have been completed
- Assisting with assembly tasks and preparing shipments as needed
- Must be able to lift 50 lbs.
- Forklift experience.

Responsibilities:

- Woodworking experience would be an asset for assembling strong tools
- Maintain a clean and organized warehouse
- Overseeing inventory

If this role seems like the right fit for you, please send us your resume with the subject line "Shipper & Receiver" to info@hjukstrom.com, and our HR Department will be in touch.

We look forward to hearing from you.

Thank you