



## CUSTOMER SERVICE/SHIPPING & RECEIVING- SUMMER POSITION

Are you looking for seasonal employment where you will have the opportunity to develop your professional skills while working in a positive team environment? Do you have a genuine passion to help customers and thrive working in a fast paced atmosphere? Join the ProSource team and help us to provide exceptional service to our customers while you are provided experiences to help further your career.

ProSource is British Columbia's largest independently owned irrigation and landscape supply company, providing a wide range of irrigation, pump, pond, lighting, and landscape products to contractors and homeowners. With multiple locations in Kelowna and Vancouver, ProSource is dedicated to providing our customers with unforgettable experiences and the highest quality of professional products.

ProSource Supply is seeking a Customer Service Representative to help customers and assist with shipping and receiving duties to join our Kelowna/West Kelowna team. This is a seasonal position with the opportunity to return in subsequent years.

### The primary responsibilities of this role are:

- Counter sales of our irrigation, landscape lighting, pond and other landscape supplies
- Fulfill customer orders in a timely manner by accurately pulling parts from warehouse shelves
- Assist with shipping/receiving and yard duties
- Provide an outstanding experience for our contractors and retail customers
- Enter orders into our Point of Sales software
- Stocking inventory
- Become a source of knowledge; understand the products we sell and be able to confidently provide solutions
- Participate in our ProSource University training sessions
- Be a culture champion and emulate ProSource values

### Requirements:

- Strong leadership and communication skills
- Outstanding team player
- Self-motivated, able to work independently
- Inquisitive and independent learner, with a strong sense of initiative and concern for the customer
- Dedicated to meeting or exceeding expectations without being asked
- Detail oriented, organized with excellent analytical and problem solving skills
- Excellent listening, observing, and questioning skills
- Ability to communicate proficiently in the English language
- Driver's license and ability to drive with a trailer
- Forklift ticket would be an asset but not required

If you have the qualifications listed above and are interested in joining the ProSource team, please submit your resume and cover letter to [hr@prosourcesupply.ca](mailto:hr@prosourcesupply.ca) and include "Seasonal Customer Service Representative" in the subject line.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. Website: [www.ProSourceSupply.ca](http://www.ProSourceSupply.ca)