



FM 64466

Polycorp Ltd. is a privately owned Canadian company specializing in the design and manufacture of engineered rubber products that address a variety of corrosion, abrasion, impact, noise and vibration issues in the Transportation, Mining and Protective Linings industries. As a result of continued growth, we are looking to fill the following full time position requiring the following:

### **CUSTOMER SERVICE - MINING**

#### **Position Summary:**

Proactively monitor and manage customer's orders. Maintain sales order files, and shipping documents. Help in export documents, Import license, arranging third party inspections, Container bookings & shipments.

#### **Job duties /responsibilities:**

##### **Order Processing**

- Review customer purchase orders on receipt. Verify; clarify any inconsistencies and process purchase order.
- Ensure orders are entered accurately and processed promptly.
- Maintain sales order files and update immediately once the order is shipped.
- Send timely all necessary shipping documents to customers, agents & branches.

##### **Planning & Coordination**

- Coordination of customer/ agents / sales people travel needs.
- Assist in payment collection.

##### **Shipping**

- Knowledge of international shipping & experience in export documentation.
- Arranging customer inspections and container coordination for shipping.

#### **Basic knowledge, skills and abilities required:**

- College/University Diploma/Degree in Business or Logistics
- Experience in Customer Service, Logistics, or technical support preferably in a manufacturing environment.
- Must have exceptional organization skills and be able to work in a fast past environment
- Strong interpersonal, communication and project management skills.
- Able to communicate effectively verbally and in writing.
- Basic computer skills, knowledge of MS Office

Please send cover letter and resume to:

Human Resources  
Attn: Christine Hoey, HR Manager  
Polycorp Ltd.  
33 York St. West  
Elora, ON N0B 1S0

Or by e-mail to [careers@poly-corp.com](mailto:careers@poly-corp.com)

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

*We are an equal opportunity employer and are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Polycorp will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.*