



MAKE THE MOVE...

JOIN ONE OF NORTH AMERICA'S "MOST ADMIRED COMPANIES"

Graybar Canada, a division of Graybar Electric, is a leader in the distribution of high quality electrical, automation and telecommunications products and provider of related supply chain management and logistics services.

Graybar operates more than 250 distribution facilities throughout North America, with 30 branches in Canada. As one of the world's largest employee-owned companies on the Fortune 500 list, Graybar Canada has the power and stability of a big corporation and the integrity and drive of a neighborhood business.

Graybar Canada currently has an exciting career opportunity available in **Grand Falls, Newfoundland** for a

BRANCH ADMINISTRATION CLERK (OPEN TERM)

MAJOR RESPONSIBILITIES:

- Receive and forward telephone and counter inquiries to appropriate person, and provide general information to assist clients and the public.
- Perform clerical duties such as open, sort, and route incoming mail; prepare bank deposit and daily cash sales; maintain inventory of office supplies; general filing and file maintenance, as required.
- Enter credits, returns, and corrections in computer system.
- Provide assistance to inside sales staff including following up on back orders and assisting customers with any inquiries and/or problems.

KNOWLEDGE/SKILLS/ABILITIES:

- Exhibits excellent time management and organizational skills.
- Practice excellent spoken and written communication and interpersonal skills.
- Ability to work under pressure and experience managing customer requests.
- Ability to prioritize to meet deadlines.
- Must be enthusiastic and enjoy working with people in a busy office environment with a minimum of supervision
- Proven data entry, data editing and typing skills
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.

PREFERRED EDUCATION/EXPERIENCE:

- Post-secondary education in Office Administration or Business is preferred or equivalent experience.
- Proven proficiency with Microsoft Office products including Outlook, Excel, Word, and PowerPoint.

This position is an **open term** as we are covering for a sick leave. Each party (both the employer and the employee) will give a minimum two weeks notice if they wish to terminate the employment agreement.

Graybar Canada is an equal opportunity employer. To apply please email your detailed resume with a **covering letter that includes salary expectations** to:

- If applying to a job in Ontario: jobs@graybarcanada.com
- If applying to a job in Alberta: jobswest@graybarcanada.com
- If applying to a job in Atlantic Canada: hrdept@graybarcanada.com

Please ensure **Branch Admin-GF** is the subject of the email.

Please Note: Failure to follow the application steps may affect the processing of your resume.

We wish to thank all applicants for their interest, but advise that only those selected for an interview will be contacted.