

Administration Clerk



Wiltsie Truck Bodies Limited – Aylmer, ON

Wiltsie Truck Bodies Ltd. is Southwestern Ontario's leading Dump Body installer while also providing a variety of custom bodies. We pride ourselves in providing quality products, and services to the trucking industry. As part of the office team, the Administration Clerk is accountable for providing administrative support for the Sales Team and Office Manager.

Job ID: MDS10 (AD)
Job Posted: April 6, 2021
Job Closes: May 7, 2021

Job Type: Full time (8 hours daily) 8:30 - 5:00

Salary: We offer a competitive wage, and group benefits.

RESPONSIBILITIES

- Enter data accurately and efficiently into database
- Maintaining and track records of incoming and outgoing work orders
- Review orders before entry to ensure that the orders are complete and accurate. Follow up on missing information with the Sales Representatives.
- Prepare list of needed truck body and hoist orders
- Assist Sales Team by calling/emailing customers to update on truck body installation and completion dates
- Download customer work orders and file manually for reference
- Assist both the sales team and the parts manager in updating needed orders, lead times and pricing
- Extract specific information from incoming emails and enter the data
- Occasional reception duties - answering / transferring calls
- creating invoices
- Performs other duties as assigned.

QUALIFICATIONS

- Ability to work independently as well as a team environment
- Detail-oriented with strong data entry skills
- Strong organizational skills.
- Proactive thinking skills and the capability to see ways to stop problems before they happen
- The capacity to learn quickly and are not afraid to ask questions
- Post-secondary education
- 1-2 year administrative support experience
- Must be proficient in Microsoft Word, and Excel
- exceptional attendance, reliable
- Excellent organizational, interpersonal and telephone skills
- Strong English communication skills, both written and verbal
- Ability to multi-task, prioritize & manage time effectively

Apply to: Russ Wiltsie – rwiltsie@eastlink.ca
or Brad Wiltsie – bradwiltsie@wiltsie.ca

