



BEARINGS INC. A member of the Thomson-Gordon Group

July 18, 2008

Position – Customer Service/Inside Sales – Thordon Bearings –

Duties and Responsibilities

- Provide customer service via phone, email, fax, or in person
- Order placement, set-up & processing
- Co-ordinate rush deliveries with production, tech services, and purchasing
- Expedite existing orders
- Track shipments
- Revise existing orders as required by either distributor/customer, tech services or production
- Provide finished bearing sizes using calculation program
- Handle quote requests that do not need to go through quoting channels

Skills Required

- Ability to read blueprints would be an asset.
- Ability to solve practical problems
- Ability to work under pressure
- Ability to work independently
- Computer literate – Microsoft Word, Excel/Quatro, Database application
- Strong organizational skills
- Bilingual – a definite asset

Qualifications

3 – 5 years experience

Thordon product knowledge a definite asset

This is a full time position offering salary plus benefits.

Interested candidates please send resumes to:

Donna Mason

Manager, Human Resource

donnam@thomson-gordon.com