

What is your Peace of Mind?



All around the globe customers rely on our safe connecting solutions. But we are also a reliable partner for our employees. About 1,800 colleagues in more than 30 countries play their part in ensuring that our products optimally combine mission-critical components. Whether it's motors, airbags or heart pumps – every day we develop connecting solutions for a wide variety of industries and thus take important steps towards a better future. Would you like to be a part of it? Find your peace of mind!

Oetiker Limited was established in Canada in 1961, and has been located in Alliston, ON since 1978. Oetiker continues to develop and grow as the Group expands product offerings to provide customers with high-quality engineered connecting solutions. Help strengthen our team in **Alliston** at the earliest possible date as a

Customer Service Representative

WHAT YOU'LL DO

- Process customer purchase orders and amendments received via e-mail, telephone, EDI, and customer websites
- Enter manual releases and spot orders, including special requirements and maintain customer contacts in ERP.
- Communication, negotiation, and conflict resolution with internal and external customers
- Communicate new requirements throughout the organization
- Receive & review monthly supplier ratings and submit challenges to maintain 100% on time delivery
- Process customer returns and account adjustment
- Assist sales staff with information concerning customer accounts.

WHAT YOU'LL GET

- Medical, Dental, Vision and Prescription Insurance
- Retirement Plan with Employer Match
- Paid Time Off

WHAT YOU'LL NEED

- Post Secondary (or equivalent) business skills training
- Administrative and computer skills (Microsoft Office and ERP systems).
- Detail oriented
- Strong communication skills (verbal and written)
- Ability to quickly assist customers and/or urgent customer situations.
- Ability to prioritize and make decisions
- Ability to work independently without supervision

Oetiker, Limited. is an equal opportunity employer.

Get to know us to get ahead.

For more than 75 years, Oetiker has been a leading manufacturer of high-end connecting solutions for OEMs worldwide. As an employer, we offer our employees attractive international challenges and many development opportunities. Diversity and high quality standards are the foundation of our corporate culture. This way, we combine the visions of today with the technology of tomorrow.

Oetiker Limited

203 Dufferin St. S., Alliston, ON L9R 1W7
phone 705.435.4394

Let's connect:
www.oetiker.com/careers