



July 3, 2020

Job Opportunity

Garaventa Lift is a world- leader in the manufacturer of wheelchair lifts, LU/LA Elevators and Home Elevators.

Currently, we are seeking a:

Order Management, Administrative Assistant (F/T Permanent)

Surrey, B.C., Canada

Position Summary

Reporting to the Order Management Manager, the Administrative Assistant demonstrates a friendly, polite and professional attitude as the first point of contact for Garaventa Lift customers. Taking initiative as required. The successful candidate is capable of working independently and contributing as part of a team.

Qualifications

- Responsible hard working and possess strong time management skills
- Able to shift from task to task quickly with excellent organizational skills
- Posses an excellent command of the English Language in both written and verbal communication
- Proficient with Microsoft Office (word, excel, and outlooks etc.)
- Experience with an Inventory Management system is an asset
- A High School graduate with at least 1 Year office or relevant work experience
- Able to commute daily to South Surrey, Langley Border (Campbell Heights Industrial Park)

Responsibilities

- In a friendly and professional manner direct incoming calls to the appropriate personnel
- Greet Visitors to Garaventa Lift
- Respond to incoming e-mail inquires
- Respond to dealer inquires in a prompt and professional manner
- Attend Product Knowledge Training and maintain a basic level of Product Knowledge
- Maintain an appropriate level of office supplies
- Book meetings and maintain meeting room schedule

Interested candidates should respond by emailing a resume and cover letter to daniela.hooge@garaventlift.com

Thank you.

