

# BEHLEN

## Made Strong

As Canada's largest manufacturer of steel building systems, **BEHLEN** values our people and our community as much as our clients value our work. Behlen Industries LP manufactures steel building systems used in recreational, commercial, and industrial markets. Behlen is a proud member of WGI Westman Group Inc. – A dynamic, entrepreneurial group dedicated to the growth of their employees, customers and the communities in which they operate.

Progress creates a career opportunity in **Brandon, Manitoba**.

## CUSTOMER SERVICE REPRESENTATIVE

Reporting to the Customer Service Manager, our Customer Service Representative is knowledgeable about pre-engineered steel building systems; supporting and working with our Builders throughout the duration of their order; from time of receipt to final delivery. Our successful applicant will be responsible for project coordination and providing day-day support of our Builders orders. Responsibilities include processing customer orders; requests; and acting as the liaison between our Builders and internal departments within Behlen Industries LP to ensure product delivery and customer satisfaction. The Customer Service Representative will also be responsible for providing support to our Reception team. As the successful team member you will be the direct link to our customers and support initiatives to increase sales of our product line, worldwide.

### This role requires:

- Completion of a Office Administration Diploma or related discipline.
  - **Combinations of experience and relevant courses will also be considered.**
- Two to Three years related customer service experience.
  - Experience in a large office, construction and/or manufacturing environment is strongly preferred.
- Proficiency with Microsoft Office programs is a requirement.
- Solid communication and interpersonal skills; superior telephone etiquette and a resourceful problem solver.
- Attention to detail, time and priority management are necessary for success.
- Ability to work in fast-paced environment, continually adapt to change and work under pressure

Behlen Industries LP provides a competitive total rewards package including professional growth, career development and continuous learning. Applicants with high standards for performance are encouraged to apply via email to [hr@behlen.ca](mailto:hr@behlen.ca) by Friday, March 26, 2021. Please provide résumé and cover letter, stating salary expectations.

**We thank all applicants for their interest.**  
**Behlen Industries LP, is an Equal Opportunity Employer**

