

We are currently adding to our team in Calgary. If you are a team player who thrives in a busy “get it done” environment then we want to speak to you.

The **Service Coordinator** is focused on organizing jobs as they come in to ensure the most efficient and expedient use of shop resources. The successful and timely completion of service projects is the primary concern of the service coordinator. If you like to work smart and have a passion for both internal and external customer service we would like to hear from you.

Primary Responsibilities:

- Respond to incoming inquiries in a professional manner
- Source parts from a variety of suppliers
- Emphasize product / service features and benefits
- Quote prices and prepare sales orders and/or reports
- Order entry with an attention to detail
- Continuously update product knowledge in ever changing environment
- Perform other duties as assigned

Knowledge, Skills & Abilities:

- Knowledge of hydraulics / heavy duty mechanics and / or a mechanical customer service background
- Knowledge of distribution sales and techniques are an asset
- Proven ability to build and maintain lasting relationships with customers
- Exceptional verbal, written and listening skills
- Self-motivated, high energy with an engaging level of enthusiasm
- Able to perform basic mathematical calculations
- Must be computer literate with a working knowledge of all Microsoft Office programs

Qualifications and Experience:

- 2 years' experience in a similar role
- Comfortable in a hydraulic / heavy equipment industrial environment

Working Conditions

Service desk in a busy office environment.

This is a full-time recruitment with a competitive compensation package including benefits.

Diversity and Equal Opportunity Employment

We are an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment opportunities.

Contact

Please submit your resume and cover letter to resumes@norcanfluidpower.com

While we thank all applicants for their interest we will only contact short listed candidates.