



MATSUR CANADA INC.

1-1340 GAY LUSSAC, BOUCHERVILLE- QC, J4B 7G4
CAREERS@MATSURU.CA / 1-833-MATSURU / 514-229-9733

POSITION:

**Customer Service
Representative
and Admin**

SALARY:

\$21,50/hour

HOURS :

**Full time
40 hours / week**

**In-office
position at our
Matsuru HQ
(1-day work
from home)**

JOB DESCRIPTION

- Assist clients with their requests (online, chat, phone)
- Organize the client database
- Communicate with other team members
- Assist with admin work (organize receipts, perform accounts payable, update accounting files)
- Participation in booths/events (occasionally)

EDUCATION / EXPERIENCE

- Must have earned a College / CEGEP degree.
- Minimum 2-years of experience in customer service/accounting/communications.

COMMUNICATION / OVERALL SKILLS

- Must be proficient in English & French (oral and written)
- Advanced computer skills and knowledge with Gmail, Microsoft Office and Shopify.
- Basic accounting knowledge
- Excellent oral communication skills.