



innovative packaging  
**solutions**  
for more than just boxes



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## **Client Services Representative – Moore Packaging Corporation**

Full-time

Barrie, ON, CANADA

We are Ontario's largest independent non-integrated corrugated packaging plant. We are focused on providing quality corrugated products, point of purchase displays, folding cartons, wood pallets and crates. We are an ever growing and ever changing company and currently seeking a highly motivated, goal oriented, and innovative Client Service Representative to become a part of our rapidly growing team.

This role is responsible for managing projects initiated from our Sales team. It is the CSR's responsibility to disseminate the information from Sales and lead the project from beginning to end.

### **We need someone who will:**

- Liaise with the sales team and clients to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Monitor and track project's progress and handle any issues that arise
- Respond to client requirements via order entry, expediting, follow-up, and confirmation
- Enter all orders, verifying price, docket information, P.O., shipping and customer instructions
- Make required adjustments to fulfill customer requirements
- Work with a variety of industries whose exceptions may vary
- Coordinate a high level of activity within a variety of conditions and constraints

### **You will have:**

- 2+ years business-to-business administrative experience, preferably client service exposure in a head office manufacturing and/or corrugated packaging facility
- Post-secondary education with a focus in business studies or related
- A high degree of computer literacy; specifically Microsoft suite of products
- Strong organizational skills including attention to detail and multitasking

### **Please reply with resume and covering letter to:**

Moore Packaging Corporation

hrd@moorepackaging.com

Or

www.moorepackaging.com

We would like to thank all candidates for their interest in this opportunity. Due to the volume of resumes we receive, we are only able to respond directly to those candidates being selected for an interview.

Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection and placement process.