



MAXWELL FABRICS & TELAFINA
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Current Opportunities

Fabric Sourcing & Customer Service Position, Vancouver BC

Family-owned fabric wholesale company is looking for a team player who is a self-starter with a great eye and interest for design to fill an entry-level position in our memo sample and sourcing department. Communicate by phone and email with our fantastic interior designer clients to help them find the perfect fabric from our line for their customer's home.

Requirements:

- Organized, reliable, have tremendous attention to detail and possess excellent telecommunication and customer service skills
- A background in design and/or knowledge of textiles is an asset
- Time management skills and an ability to multi-task in a fast-paced environment are crucial

Daily tasks include:

- Data entry (sample order entry)
- Answering inquiries via phone, fax and email from interior designers
- Sourcing fabrics from our line based on designers' specifications (application, design scheme, color, etc.) and sending samples for their consideration.

This entry-level position will appeal to a career-oriented individual who is interested in working for a growing company to provide excellent customer service to the interior design trade.

Please send resume and cover letter to jobs@maxwellfabrics.com

NO IN-PERSON RESUMES WILL BE ACCEPTED.

FULL-TIME POSITION ONLY, NO PART-TIME WORK.

Office hours are 8 am-4.30 pm, Mon-Fri.