



MAXWELL FABRICS & TELAFINA
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Current Opportunities

Customer Service Representative, Vancouver BC

Maxwell Fabrics is a family run business that has been in business for 60 years. We are a wholesale fabric company that sells fabric to the interior designer trade all over North America. We are seeking to fill a customer service/Data entry related position.

Duties to include:

- Answering phones and assisting customers by placing fabric orders/checking stock levels and answering general enquiries
- Data entry, placing orders and entering them into the system

Required Skills:

- Excellent telephone communication skills, as well as in person
- Excellent communication via email
- Ability to multitask
- Strong attention to detail
- Ability to retain a large volume of information

This 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.

Office hours 8am-4:30pm or 7am-3:30pm

Please email your resume, including cover letter.

Hourly wage based on experience.

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