



T E L A f I N A

MAXWELL FABRICS & TELAFINA
HEAD OFFICE
113 - 8811 LAUREL STREET
VANCOUVER, BC V6P 3V9

TOLL FREE TEL 1 800 663 1159
TOLL FREE FAX 1 800 663 6744
maxwellfabrics.com
telafina.com

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Sourcing & Memo Department (*customer service & data entry*)

Maxwell Fabrics is a third-generation family-run business with a distinct reputation for offering modern classic fabrics to the interior design trade. Our foundation is built on unprecedented quality and service and we continue to provide committed support to today's design professionals.

About the position:

Our Sourcing & Memo Department is looking for a creative, enthusiastic, self-motivated team player with a great eye and passion for design. Assist our interior designer clients via phone/email to help them find the perfect fabrics for their projects from the Maxwell Fabrics & Telafina Collections.

This full-time, 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 note all positions are initially trained in Customer Service.

Daily tasks:

- Answering inquiries via phone, email & fax while ensuring optimal customer satisfaction
- Processing sample orders (data entry)
- "Design Assistance" - Sourcing fabrics from within the Maxwell Fabrics & Telafina line based on client's project specifications (application, design scheme, color)
- Maintaining excellent product & technical knowledge of all Maxwell Fabrics & Telafina collections (training provided)

Requirements:

- Must be a creative-thinker
- Must possess excellent telecommunication and customer service skills
- Must have strong time management & multi-tasking skills and thrive in a fast-paced environment
- Must be organized, reliable and have sharp attention to detail
- Postsecondary education or experience in design and/or textiles is an asset

Full time position – Monday-Friday 7:00AM-3:30PM or 8:00AM-4.30PM

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