

Order Processing Clerk

Paradox Security Systems is an electronics designer and manufacturer in the alarm security industry that for 29 years produced innovative and industry-leading products. We are looking to grow our team in Canada to work on our next-generation of products.

Experience you have:

- Good knowledge in computer application in office automation.
- Knowledge of International transport.
- Customer service.
- Good communication skills.
- DEP or DEC in a relevant domain.

What you will do:

- Receive all new orders from our clients through email.
- Verify the orders (prices, inventory etc.).
- Make all necessary adjustments asked by the clients.
- Coordinate the shipment (transport, customs).
- Insure good communication with the client during his order process.
- Accounting (issue credit, invoice, discount and internal order calculation).
- Merchandise return (coordinate the returns, RMA numbers etc).
- Request proof of export to freight forwarders.
- Customs Amendments (B-13).
- Create sample orders, send all details to customers and internal persons.
- Create internal orders.
- Create order for parts (components, etc.).

What you can expect:

- Competitive salary, project bonus, benefits (group insurance and RRSP contribution program).
- Modern, comfortable and clean work environment.
- Flexible schedules.
- Free parking, greater Montreal area, reverse of traffic and accessible by public network.
- A world of opportunity for career growth.
- See the products come to life in our manufacturing facilities.

Contact us:

Please send your resume to email address: humanresource2@paradox.com

