



May 5, 2009

## Shipper/Receiver - Calgary

Diversco Supply Inc. is a national wholesale equipment distributor in the propane and natural gas industry. We are seeking an individual who is a customer service driven Shipper/Receiver who is passionate about creating an exceptional experience for our customers. You will be responsible for seeing orders through from beginning to end. As an integral part of the branch team, you will work hand in hand with external sales people and head office staff to ensure customers are satisfied.

Some of your activities will include:

- All shipping and receiving duties including; picking, packing, addressing, loading and arranging for the transportation of products on time. Unloading, unpacking, receiving, verifying and recording incoming merchandise or materials
- Daily Inventory Cycle Counts
- Answering incoming calls from customers and external sales people
- Run and review reports – check and address any concerns.
- Follow up outstanding orders, back-orders
- Communicate issues that could affect customer service
- Assist with warranty and vendor returns
- Comply with Company policies and procedures.

We are seeking an individual who has:

- Self-starter, able to work independently
- Lift truck experience
- Exceptional communication skills (written/verbal)
- Strong problem solving abilities
- Microsoft Office skills (Excel, Word, Outlook)
- Industry experience would be an asset

Candidates will be provided with training, resources and measurement tools to help in your success.

If you are excited about the opportunity to be part of a successful sales team in providing our customers with a premier experience, please reply by May 13, 2009.

Via mail or in person: Diversco Supply Inc., #5, 4451, 61<sup>st</sup> Ave. S.E., Calgary, Alberta T2C 1Z6

Via email: [info@diverscosupply.com](mailto:info@diverscosupply.com)

Diversco Vision: To be the preferred equipment supplier to the propane and natural gas industry.