

Customer Service – Data Entry

Agri-Food Laboratories provides analytical services for feed, soil, and water, as well as quality control testing for agricultural manufacturing of feed and fertilizer.

We are looking for a full-time permanent well rounded customer service representative with strong data entry skills. The incumbent will contribute to the team effort with:

- Performing data entry and word processing activities
- Assisting with multiple line phone and walk-in customers
- Light book keeping

The incumbent would have the ability to:

- Communicate clearly and efficiently
- Above average keyboarding skills, alpha and numeric
- Move efficiently between multiple tasks and prioritize assignments
- Willingness to fill in and learn new tasks
- Exhibit a professional attitude and image with a commitment to quality service

Minimum 1 year experience in customer service / data entry in a fast paced environment. Agricultural background is an asset.

Please email resumes to jobs@agtest.com by July 13, 2009.