

**REPLACEMENT
POSITION**



Customer Service Representative

Location: Edmonton 1 Position Available Competition #: LM00674

Leavitt Machinery is one of North America's largest Dealers for Materials Handling and Aerial equipment. We sell, rent, lease, finance, service & supply parts for Caterpillar, Mitsubishi, Taylor and Manitou Forklifts as well as complementary product lines such as JLG Booms and Scissor Lifts. As an equal opportunity employer with 18 locations in B.C., Alberta and Washington State, Leavitt is a growing organization looking to add to its talented team. We offer an excellent benefit package.

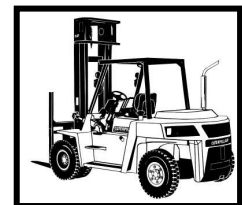
We are currently looking for an outgoing individual to fill an intermediate level position in our Rental Sales Center in Edmonton. This individual will report directly to the Rental and Construction Manager and will be responsible for co-ordinating the daily activities of our short-term rental business. Duties include answering incoming calls; setting up rental contracts and maintaining relationships with internal and external customers. This individual will be responsible for learning the specifications of our Materials Handling equipment and to use this knowledge to promote our products to potential rental customers through inside sales & cold calling.

The successful candidate will be a team player with excellent organizational, interpersonal & communication skills. This self-starter will have excellent computer skills, the ability to work with minimal supervision and contribute positively to a quality team environment. You must be able to multitask, cope with conflicting priorities and possess excellent analytical skills. You are able to lead and control the course of a project from inception to completion, as well as monitor and follow up. Post secondary education in Marketing or Business Finance, previous customer service or sales experience and knowledge of Materials Handling equipment would be considered assets.

If you are an innovative, results oriented team player and have the skills required to succeed in this position, please forward your resume in confidence to:



Human Resources
Fax: (604) 607-4455
Leavitt.cv@leavitt.ca



It is our policy to contact only those candidates that we believe will be successful fit for our organization.

CLOSING DATE: POSTING REMAINS OPEN UNTIL FURTHER NOTICE

"A proudly owned and operated Western Canada Company"
