

Employment Opportunities



BMI Canada Inc., a 2024 winner of the **Canada's Best Managed Companies Platinum Club** designation, is a family-owned business founded in 1972, focused on customer satisfaction, integrity, employee recognition and quality of life in the workplace. Master distributor to a well-established clientele in Canada and the United States, we are searching for a dynamic and passionate candidate who enjoys working with the public to join our organization as a **Customer Service/Inside Sales Representative**.

Send in your resume to info@bmicanada.com and include "Attn: Joanne Turcotte" in the subject.

LOCATIONS:

BMI Canada Inc.
3437 Grande-Allee Blvd
Boisbriand, QC
J7H 1H5

BMI Canada Inc.
#5, 7337 Pacific Circle,
Mississauga, ON
L5T 1V1

BMI Canada Inc.
26918, 56th Avenue
Langley, BC
V4W 1N9

RESPONSIBILITIES

- Offer a warm and exceptional service based on customer satisfaction and efficiency
- Order entry including proper product identification and product code entry
- Customer Service: answer calls, order follow-ups, correct errors, etc.
- Settle disputes, return authorizations, credits or any other special request
- Prepare and analyze quotes with the sales managers, then present them to customers
- Inside Sales with existing customers: follow-up calls, promotions, etc.

SKILLS AND QUALIFICATIONS

- Bilingual (English and French) to serve American and Canadian customers
- Required high school diploma
- Knowledge of MS Office Suite (Word, Excel)
- Experience with the public is an asset
- Superior interpersonal skills
- Ability to enter data quickly and accurately
- Dynamism, autonomy, resourcefulness

WORKING CONDITIONS

- Competitive salary plus salary bonus programs and RRSP bonus
- Employment Type: Full time, permanent, daytime, Monday to Friday



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Want to be a part of an enthusiastic team in a dynamic work environment? Send us your resume!

BMI Canada Inc. regularly recruits new warehouse employees. This is a **full-time permanent** position, daytime Monday to Friday, 40 hours a week with opportunities for overtime sometimes available.

Send in your resume to warehouse@bmicanada.com and include "Attn: Pascal Ménard" in the subject.

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26918 56th, Avenue
Langley, BC
V4W 1N9

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J7H 1H5

RESPONSIBILITIES:

- Stock picking and other tasks related to customer order fulfillment
- Preparing shipping documents and entering information on freight carriers' websites
- Shipping/Receiving
- Loading/Unloading
- Inventory control
- Maintaining a safe and clean work environment
- Other warehouse duties as assigned

REQUIREMENTS:

- Must be able to lift heavy boxes
- Must pass a pre-employment drug test (except marijuana) and background investigation
- Must be able to work in a fast paced environment and meet deadlines
- Must be reliable and punctual

BENEFITS:

- Salary bonus program accessible after one year
- Salary RRSP bonus program accessible after one year
- Other benefits after 90 days
- Forklift license plus uniform and safety shoes provided after the 3-month probation

