



PONOKA LOCATION

3906 66 Street

QualityGlassAlberta.ca

FRONT DESK

Join our team as a Front Desk Superstar!

Quality Glass Alberta is a growing glass company looking for a passionate and knowledgeable individual to join our team as a Front Desk Representative.

Do you have:

- Experience in the automotive glass and flat glass industry (a must!)
- Excellent communication and interpersonal skills
- A friendly and professional demeanor
- The ability to multi-task and prioritize tasks efficiently
- Strong organizational skills and a keen eye for detail
- Proficiency in computer software

In this role, you will:

- Be the first point of contact for our customers, greeting them with a smile and answering their questions in a professional and courteous manner
- Schedule appointments, handle incoming calls, and process customer requests
- Generate quotes and provide accurate information about our products and services
- Maintain accurate customer records and manage our scheduling system
- Assist with sales and marketing efforts

We offer:

- A competitive salary and benefits package
- A full time position
- A positive and supportive work environment
- The opportunity to learn and grow in the glass industry

Are you ready to take your career to the next level?

We are looking for a highly motivated and customer-focused individual to join our team. If you have a passion for the glass industry and enjoy providing exceptional customer service, we encourage you to apply!

Please submit your resume and cover letter to Dennis@QualityGlassAlberta.ca or call me at 403-913 4354