



Stratified Automotive Controls
Unit 123
18525 53 Ave
Surrey , BC, V3S 74A
p: 604-285-9940
www.stratifiedauto.com

Position Title: Technical Sales Support Specialist.

Hours of Work: Mon-Fri 9-5:30

Job Status: Full Time, Local candidates

Position Overview

We are a growing business and you will be expected to “wear many hats” and participate in any of our business tasks if there is a need. An individual who is self-motivated and driven to deliver excellent results will thrive in this environment. The position will include but not be limited to the following tasks.

- Processing customer orders as they come in.
- The responsibility of Phone calls, E-mail, and Social Media Inquiries.
- Interacting with our suppliers by placing purchase orders for direct shipping and stocking.
- Obtaining price quotations and establishing and maintaining relationships with suppliers.
- Maintaining inventory of our parts for assembly of products.
- The candidate may be required to travel to our Blaine, WA warehouse on a weekly basis to pick up items and bring them through customs.
- The candidate would be involved in helping assemble in-house built products using basic hand tools and preparing these for shipment to customers.
- Making basic tune adjustments for customers following established guidelines for vehicles we support.

Knowledge and Skills

- Excellent customer service and communication skills over the phone and email.
- Proficient with Microsoft Office (Excel, Word, Outlook).
- Must be organized and able to multi task.
- Strong ability and willingness to learn and adapt to a fast moving environment.
- Interest in automotive performance.
- Strong team player and team work abilities.
- Ability to use simple hand tools.

Education and Experience

- Completion of Grade 12 or equivalent supplemented by at least 1 year of post-secondary education. A combination of related training, education, and experience may be considered.
- 1-2 years of previous Customer Service and/or Receptionist experience.
- Automotive experience an asset.

Licenses and Certifications

- Hold a valid BC driver license.
- Hold a valid Canadian passport and have no restrictions on travel to the US.
- Drive personal vehicle to work.

Forward cover letters and resumes to careers@stratifiedauto.com with title: Automotive Calibration Technician Position
