



LAM-É
ST-PIERRE

NOW HIRING

INSIDE SALES/WAREHOUSE ASSOCIATE

«You will support our sales team while ensuring efficient warehouse operations. Your role will combine customer service, sales support, and logistical tasks to provide a seamless experience for our clients and maintain the flow of our inventory. Ideal for someone who thrives in a fast-paced environment, enjoys a variety of responsibilities, and being involved in an established business growing in a new market.»

MONCTON BRANCH

Key Responsibilities

Inside Sales, Customer Service, and Counter Sales :

- Respond to customer inquiries via phone, email, and in-person, providing excellent service and product knowledge
- Assist customers with order processing, product selection, and troubleshooting issues
- Maintain customer records and update sales databases accurately
- Collaborate with the sales team to achieve targets and drive revenue growth
- Greet customers at the counter, taking orders and providing information about products and services
- Process transactions efficiently and handle cash or credit card payments

Warehouse Associate :

- Assist in receiving, storing, and organizing inventory
- Pick and pack orders accurately for shipment, ensuring quality and timely delivery
- Conduct regular inventory counts and assist in maintaining stock levels
- Prepare shipments for delivery, including labeling and documentation
- Unload incoming shipments and verify accuracy against purchase orders
- Maintain a clean and organized warehouse environment

Others Responsibilities :

- Other related duties and tasks as required to support branch operations and customer service

Qualifications :

- High school diploma or equivalent; relevant experience in sales, customer service, or warehouse operations is preferred
- Strong communication and interpersonal skills
- Bilingualism (English/French) will be considered an asset
- Ability to multitask and prioritize in a fast-paced environment
- Basic computer skills, including proficiency in MS Office and experience with sales software or inventory systems
- Physical ability to lift and move products as needed, up to 35 kg (75 lbs)

Submit your CV to rh@lamestpierre.com
Learn more about the company at lamestpierre.com