



ZCL is North America's leading manufacturer of Fiberglass Reinforced Plastic (FRP) storage solutions for the petroleum, water, and industrial corrosion industries. We pride ourselves on creating high quality, environmentally safe products for the storage of fuel, water, chemicals, and other hazardous liquids.

ZCL is currently recruiting a full-time Data Entry Clerk in our Customer Service Department in Edmonton. If you are a motivated worker that wants to be treated well and be part of a team – ZCL Composites is looking for you!

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making a **lasting** difference™

## Data Entry Clerk

**Location:** Edmonton, Alberta **Education:** Grade 12 Diploma or Equivalent

### Overview:

Reporting to the Customer Service Supervisor, the Data Entry Clerk is responsible for assisting the customer service department with various administrative activities and functions such as:

- Data entry, filing, and paperwork for assigned customer files
- Initiating customer orders, inputting order entry information into the ERP system (Microsoft Dynamics AX), and other data entry as required
- Maintaining and updating customer tracking spreadsheets
- Assisting with quality assurance paperwork such as tracking customer feedback and reporting
- Reproducing invoices using electronic invoice systems (e.g. OpenInvoice)
- Developing close working relationships with customer service and the sales team
- Ensuring continual upgrading of product knowledge and self development
- Other duties as required

### Required Qualifications:

- Grade 12 diploma or equivalent. Preference will be given to candidates with post-secondary education or courses with an administrative focus
- Strong organizational skills and attention to detail
- Good written and verbal communication skills with the ability to develop positive working relationships within customer service and the sales team
- Strong computer skills including Microsoft Word, Excel, and Outlook
- Experience in a customer service position or equivalent would be an asset
- Knowledge of ZCL's manufacturing process & products an asset

This is a full-time salaried position located in ZCL's Head Office at 1420 Parsons Road SW. This position is ideal for an entry-level candidate who is looking for a challenging career with the opportunity for advancement within the company.

To apply for this position, please email your resume and cover letter to [jobs@zcl.com](mailto:jobs@zcl.com), making sure to state the job title in the subject line of your email. We thank all applicants for their interest, but only those candidates selected for an interview will be contacted.

**Please send all cover letters and résumés to: [jobs@zcl.com](mailto:jobs@zcl.com)**