

Job Title: **Service and Inspection Clerk**

Company: Cuisi-n-art

Service or department : Production

Immediate supervisor: Factory Director

Supervisory responsibilities: none

Description date: 02-08-2021

Job summary

The Service and Inspection Clerk is responsible for after-sales follow-up. He performs quality inspections after installations, makes repairs or adjustments as needed and responds to customers who have problems with their installation.

Task and responsibilities

After-sales service:

- Conduct inspection visits as scheduled.
- Ensure the quality of the installations
- Repair or find solutions to problems encountered by customers
- Carry out all appropriate follow-ups until the situation is regularized
- Produce inspection reports to the customer service department and to management

Other:

- Collaborate with customer service and production departments.
- Work under health and safety standards.
- Maintain clean work environment at all times and after installations.

Effectuer toute autre tâche connexe demandée par son supérieur immédiat ou nécessitée par ses fonctions.

Qualifications and skills required

- DES coupled with a minimum of two (2) years experience in a similar position
- Knowledge of the kitchen manufacturing market
- Valid driver's license
- ASP card
- CCQ card required
- Skilled with computer systems
- Ability to work on multiple files at once and with specific deadlines
- Self-starter, dynamic
- Attention to detail
- Thoroughness and punctuality
- Spirit of initiative

Conditions and compensation

Salary to be discussed

Full time 40 hours per week.

Group insurance (drug, long term disability, travel insurance, life insurance, etc.)
after a probation period of six (6) months.

4 weeks of annual vacation (construction and Christmas), 2 of which are paid at
4%.