



KATILAC COATINGS INC.

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Katilac Coatings Inc. provides industrial wood finishing systems along with our colour matching services through two distribution sites in Ontario. We service the manufacturers of Kitchens, Furniture, Shutters, Store Fixtures and Mill Work.

Katilac Coatings' (KCI) Southern Ontario manufacturing facility has been producing quality wood products under stringent test specifications since 1962. Katilac Coatings has been named twice in PROFIT Magazine rankings of Canada's Fastest-Growing Companies.

We are currently seeking to fulfill the position for an Administrative/Inside Sales Rep. Previous administrative work experience would be an asset.

Must be dependable, detail oriented and self-motivated. Must have computer knowledge, speak fluent English.

Essential Duties and Responsibilities:

Customer Service/ Order Receiving and Processing

- Answer Phone and receive incoming orders (fax, email, phone)
- Process customer orders and process with proper formula paperwork or business vision paperwork
- Process paperwork into production or delivery/pickup file
- Communicate with production team on expected order completion
- Communicate to customers order timelines
- Communicate to sales staff customer complaints/ problems

Accounts Receivables/Banking

- Process payments from customers and record in system

- Maintain customer credit card file
- Prepare daily bank deposits
- Communicate to customers when accounts are past due.
- Inforce company guidelines regarding accounts receivables.

Invoicing

- Invoice customers once orders have been completed and been delivered/picked up.
- Ensure appropriate pricing is inputted before invoicing.
- Mail out invoices.
- Send out monthly statements.

General Office Duties

- Order all office supplies including paper, markers, printer cartridges etc.
- File customer paperwork
- Maintain SDS binder

Requirements:

- Requires basic computer proficiency.
- Must have basic math knowledge.
- Must maintain strong attention to detail and be able to multi-task.
- Previous work with Business Visions would be an asset.