



## Site Assistant

Morgan Fuels, a large fuel distribution company operating throughout Northwestern Ontario and Manitoba, has an employment opportunity based out of Sioux Lookout for a full-time Site Assistant.

### **Main tasks and responsibilities include:**

- Provide exceptional front line customer service.
- Receive in-bound calls and visitors.
- Assist with getting products for customers.
- Process daily sales and payments.
- Assist Site Supervisor with dispatching.

### **Preferred** qualifications include but are not limited to:

- Grade 12 Diploma or a level of knowledge normally acquired at the high school level.
- Two years' experience working in customer service.
- Working knowledge of Microsoft Office Suite, especially Word and Excel.
- Proficiency in keyboarding.
- High level of accuracy and analytical skills with attention to detail.
- Ability to lift 40 lbs.
- Valid driver's license and own transportation.

The successful candidate will be required to submit a Criminal Records Check.

### **Why work for Morgan Fuels?**

We offer competitive wages and benefits, including Life and Health Benefits and a pension plan (Employer contributes 9%, Employee contributes minimum 6%) as well as discounts on products after successfully completing a 3 month probationary period. Vacation entitlement increases to 3 weeks after 1 full year of employment!

If you feel your skills and qualifications meet the above requirements, please email your cover letter and resume by **Monday, November 6, 2023** to [hr@morganfuels.ca](mailto:hr@morganfuels.ca).

For a full job description or more information email [hr@morganfuels.ca](mailto:hr@morganfuels.ca)