Join our Team!

Wilson's is a stable family-owned company that has been operating locally since 1940! We're looking for an engaged and energetic problem-solver who enjoys building relationship and rapport with team mates and vendors, is looking for a challenging office position, and values a professional and collaborative team culture.

ORDER DESK ASSOCIATE

Position: Our Company is currently looking for an energetic and creative individual to work in our Dryden office. Working as part of our order desk team, this permanent position involves working in our administration office using our computer system as well as excel and outlook, providing pricing, processing orders, and other support to our customers by way of phone, email, and fax.

People who tend to do well in this role: Are cheerful and enjoy customer service, have experience with computers and enjoy learning new programs, genuinely like people and have a friendly and outgoing personality, enjoy working as part of a team in an office environment, and like the challenge of meeting deadlines and building knowledge.

Terms of Employment: This permanent, full time position has a wage range of $18.00-$21.00/hour (depending on experience) including company benefits. Training will be provided. Shifts are Monday to Friday, 8am to 5pm.

Applicants can drop off a resume at our Dryden store (32 King Street). Alternatively, you can **fax, email, or mail** your resume before November 13th to:

Human Resources
Wilson's Business Solutions
Box 3005
Dryden, Ontario
P8N 2Z6

Email: inquiry@wilson.ca

Fax: (807) 223-3315

We thank all candidates for applying, however, only those selected for an interview will be contacted.

About Us: *Wilson's Business Solutions* is the leading office solutions provider in Northwestern Ontario and Northern Manitoba. For over 80 years we have been providing complete sales and service support for all print document systems, office products, furniture, and computer products to our customers, with physical locations in seven separate communities.

Office Supplies • Furniture • Copier and Computer Sales/Service:
Dryden • Kenora • Fort Frances • Sioux Lookout
Red Lake • Thompson • Thunder Bay

