



Position	Dispenser & Warranty Assistant
Location	Mississauga, ON

National Energy Equipment, Inc. is the largest distributor of energy related equipment in Canada, providing service from coast to coast. Our greatest strength is our employees and our objective is to provide the best sales and service support in our industries, while synergizing product offerings for optimum benefit to our customers.

We have an opening in our Mississauga Corporate office for a Dispenser & Warranty Assistant to assist in managing the calibration and shipping of our dispensers. This is a promising entry-level opportunity for a bright and driven individual to play a key role in a dynamic organization. We are looking for someone who will be an ambitious and dedicated contributor to our team.

Responsibilities & Accountabilities:

- Assist in managing dispenser inventory in various warehouses ensuring inventory is available for customer orders
- Ensure dispensers received match specifications and PO; notify and interact with supplier for any discrepancies
- Obtain and keep track of information required by Weights & Measures for certification of dispensers
- Ensure dispensers are calibrated as required and ready for shipment
- Keep track of and ship any accessories that pertain to the dispenser
- Maintain inventory lists
- Verifying parts received have valid warranty
- Preparing customer credits and/or replacements for parts under warranty
- Ship defective parts to & receive replacement parts from vendors

Qualifications:

- Excellent interpersonal & communication skills
- Sound knowledge of Microsoft Office
- Proven time management and organizational skills; able to manage multiple tasks
- Ability to work with a high level of detail with speed and accuracy
- Ability to deliver and respect deadlines
- Valid forklift license

Reasonable accommodations are available, upon request, to candidates participating in the selection process. Should you require accommodation, please ensure to notify us in advance.

Please forward resume to amoak@nee.ca