

Premier is currently seeking applicants for the position of

Customer Service Assistant

SUMMARY:

The Customer Assistant is responsible for supporting office staff with clerical and customer service tasks as well as filling in for Customer Service Representatives (CSRs), sales reps and other office staff when needed during absences.

RESPONSIBILITIES:

- Data entry of orders and customer information
- Emailing customer regarding outstanding proofs, approvals, missing information, etc.
- Managing specific client accounts
- Answering phones
- Distributing reports to appropriate individuals
- Reviewing and preflighting uploaded client files
- Assembling, reviewing and preparing proofs for shipment
- Providing internal courier services among departments
- Filling out RFQs and gather of previous docket information
- Filing dockets and quotes,
- Maintaining good organization in the customer service area
- Other tasks as assigned

THE SUCCESSFUL APPLICANT WILL:

- Possess strong organizational and time management skills
- Demonstrate strong keyboarding ability and similar digital environment proficiencies
- Demonstrate a keen attention to detail
- Demonstrate a strong desire to serve internal and external customers
- Communicate effectively both verbally and in writing



- Demonstrate a desire to learn and grow professionally

COMPENSATION:

- Anticipated at \$18-22 per hour,
- Commensurate with experience and skill set

WHAT WE HAVE TO OFFER:

- Full-time Employment
- Health, Dental & Vision Care
- Life insurance, AD&D coverage and Short & Long Term Disability Insurance
- On-site parking
- Company events

SCHEDULE:

Monday - Friday 7:00am - 3:30pm
Overtime may be required.

HOW TO APPLY:

Submit your cover letter and resume to:

Ted Gortemaker
VP – Operations
1 Beghin Avenue
Winnipeg, MB R2J 3X5
Email: jobs@premier.ca

Applicants should respond by email to Ted on or before October 10th, 2025.

Only applicants of interest will be contacted for an interview.

