

19 November, 2022

Our sales in 2021 have increased 70% over the previous year. We are anxiously seeking an administrative assistant/customer services representative to help us manage this growth.

FAB-FORM INDUSTRIES LTD.

Fab-Form is a manufacturer of fabric forms for concrete and the largest distributor of insulated concrete forms (Nudura ICF) and Helix micro rebar in western Canada. We have patented and developed numerous green and innovative products for the concrete industry. Developing new products is part of our DNA. Fab-Form is digitally oriented: the website and social media is extremely important to our business.

Our customers include professional contractors, lumberyards and large box distributors including a network of over 50 dealers across North America.

We are a publicly trading company (TSX-FBF) with all employees sharing our growth through equity participation on a yearly basis. For more information on our company, go to: www.fab-form.com.

ADMINISTRATIVE ASSISTANT/CUSTOMER SERVICE REPRESENTATIVE

We seek an individual that can complete administrative tasks in our office and assist with existing customers by offering professional, effective and efficient solutions. This is a full-time position. We are located on Annacis Island, so personal transportation is a plus. Expected start date is immediately. Working remotely is not possible.

Key Responsibilities:

- Assist with invoice processing
- Email delivery confirmations
- Call customers to ensure goods have been received in a timely manner
- Communicate with production to ensure orders are processed in a timely manner
- Communicate with customers to maintain a strong customer relationship
- Answer calls and website enquiries from around the world
- Enter customer data into CRM software
- Print customer documentation as required

Skills Required:

- Can work in a collaborative team based environment
- Comfortable working with social media (Instagram, Facebook)
- Experience with a customer relationship management software (Goldmine)
- Can work independently
- Is highly organized in prioritizing work and multi-tasking
- Help in the warehouse when things are very busy
- Comfortable with digital technology
- Excellent customer service and communication skills

Compensation:

- This is an excellent opportunity for an ambitious career oriented individual desirous of being part of a rapidly growing company
- Competitive salary
- Health and wellness benefits
- 10% equity bonus at year end

Please email your resume to vish@fab-form.com.