



E.B. Horsman & Son

The Electrical Distributor of Choice!

About Our Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, and Saskatchewan, and we are consistently recognized as one of Canada's Best Managed companies. We take pride in living our core values and carrying our mission statement of "Providing the Best People, Best Solutions, and the Best Service in the Electrical Industry."

Why Join the EBH Team?

The Perks.

- Full benefits package
- Competitive compensation plan
- Profit-sharing
- Employee share ownership program (ESOP)
- RRSP matching after 1 year of employment
- Birthday day off

The People & Culture. You will be a part of a collaborative team with people you can be proud to work with.

Continuous Development. You will have access to our EBH University for personal & professional development. Training & Development has been an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning.

About the role:

This role is unique in giving you the flexibility to be in a Customer Service Counter Sales role and being in a hands on role as **Counter Sales/Material Handler**. This is a key role for candidates looking to developing their skills and knowledge with electrical.

The Counter Sales/Material Handler representative acts as the primary point



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of contact for incoming branch customers. They will be responsible for providing excellent customer service by interpreting customer needs, troubleshooting issues, ensuring order accuracy, and recommending products and solutions.

Position Type/Schedule

This role will be onsite based out of the branch location. This is a full-time position, Monday-Friday. 40 hours per week.

Work Location: 7223 68 Ave NW, Edmonton, AB T6B 3T6

What are the Key Accountabilities?

- **Attention to detail.** You will be required to work in the warehouse with reviewing stock, assembling orders and shipping/receiving
- **Customer service orientated.** Providing excellent customer service is key for this role as it will require maintaining and building customer relations through product quotations and sales.
- **Multi-task individual.** This role will require you to juggle through a number of client request and being able to meet competing timelines.
- **Communicator.** Communication is essential for this role, both verbally and written with our customer and being able to follow up in a timely manner and working with your colleague.
- **Highly organized.** Being organized is key due to the high volume of customer requests that will require you to adjust and work through interruptions.
- Comfortable with technology. This role requires using the phone and computer to assist customer.



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What You'll Bring To This Role?

- High school completion and/or equivalent
- Previous customer service experience would be an asset
- Ability to lift 50 lbs., stand/move for 6+ hours per day
- Ability to use upper body full range of motion for wire cutting and hauling
- Basic mathematical skills with the ability to calculate simple equations mentally
- Beginner computer skills with proficiency in MS Office & the ability to learn new software
- Previous or current forklift experience is an asset
- 1+ years of electrical industry experience is a strong asset
- Ability to be inclusive, collaborative and respectful
- Wide range of expertise in the products and services provided by E.B. Horsman & Son, would be an asset

Our Core Values: Celebrating the Past, Empowering the Future

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

Take Your Next Step With EBH

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please visit our website to apply for this posting www.ebhorsman.com/careers or click "Apply" on this posting.

Our Commitment to Inclusion & Diversity

E.B Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive, and barrier-free workplace that



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allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.



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