



## About Us

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Purple Beauty Supplies is a leading supplier of wholesale esthetic products in Alberta with locations in Calgary and Edmonton. We are a customer focused company servicing the beauty industry since 1997 and need more talented people to support our growth. Become part of the Purple family and experience a fun, fast-paced team atmosphere with the opportunity for growth.

## How to Apply

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Email your resume, cover letter with the position you are interested in and salary expectations to [michael@purplebeautysupplies.com](mailto:michael@purplebeautysupplies.com).

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Posting Date: October 25, 2018

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## Customer Service/Order Desk

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Full Time: Calgary, AB

We are accepting resumes for an enthusiastic, energetic, professional and experienced Esthetician or Nail Technician to join our team as a Customer Service/Order Desk Representative. We offer an hourly wage, employee discounts, and company benefits.

This is a full time position with some evenings and weekends.

## Job Description:

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Answer phones and provide customer service support by obtaining, analyzing and verifying the accuracy of order information in a timely manner. Initiate and/or implement corrective action as needed in order to ensure that an excellent standard of service and a high level of customer satisfaction is maintained.

## Requirements:

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- Attention to detail and strong organizational skills
- Strong customer service orientation striving to exceed customer expectations
- Excellent communication and phone skills
- Above average computer skills with the ability to learn new software
- Ability to describe products accurately to customer inquiries and think one step ahead
- Deal effectively and professionally with issues that arise due to do out of stock, lost shipments etc.
- Ability to work well in a team environment and demonstrate respect for coworkers
- Make outbound calls to promote products that are on special or new
- Must be able to multi task and prioritize tasks
- Sound problem solving abilities

## Qualifications:

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- An Esthetics Diploma or Nail Tech Certification from a recognized institution with two years of experience. Equivalent experience may be considered.

