

**TITLE:** Engineering Clerk  
**REPORTING TO:** VP of Operations and Engineering  
**LOCATION:** Lachine, Quebec

**PRINCIPAL RESPONSIBILITIES MAY INCLUDE:**

The Engineering Clerk will be required to perform an array of administrative duties including coordinating purchasing, data entry, helping customers, communication with multiple departments, tracking training and time sheets. This role is multifunctional admin position in a fast pace environment. The Engineering Clerk is also accountable other duties, relevant to the position, shall be assigned as required.

- Purchasing coordination (compare offers from suppliers, track orders, shipment and receipt).
- Purchase Order Entry and Data Entry (enter order details in the ERP system, maintain records of purchased products).
- Answering phone calls and emails from customers and prospects.
- Relaying information to customers as required (sending quotes, order status, tracking information).
- Customer Order Entry & Data Entry (enter order details in the ERP system, maintain records of customer orders).
- Sending Order Acknowledgements.
- Attending meetings (Departmental and other).
- Communicating with Planning, Quality & Shipping Departments.
- Accounts Payable invoice matching and distribution.
- Freight invoices printing and approval.
- Generate and send out Customer Invoices (internal and external Customers).
- Track all Training hours.
- Entering Employee time sheets.
- Any other related tasks as required.

**SKILLS AND COMPETENCIES:**

- Dynamic, initiative, team spirit, detail oriented with a strong sense of organization.
- Understanding customer priorities and maintaining flexibility to react to internal and external customer needs.
- The ability to communicate information in English and French both speaking and writing. Spanish or other languages would be considered an asset.
- Comfortable with Microsoft and any ERP experience would be an asset.

- Ability to solve problems and a desire to improve.

### **QUALIFICATIONS (education & experience)**

- College qualification or equivalent
- 3-5 years' experience in a busy office environment.

Please apply to Sarah-Jane with your cover letter and resume; [sjrutherford@montebellopkg.com](mailto:sjrutherford@montebellopkg.com).

We appreciate your interest in the position and welcome your application; however only those retained for an interview will be contacted.

Montebello is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you require any accommodation, please reach out to Diane [dmenard@montebellopkg.com](mailto:dmenard@montebellopkg.com).

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**Montebello Packaging**  
1036 Aberdeen Street  
Hawkesbury, ON K6A 1K5



613-632-7096  
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