

Customer Accounts Supervisor

Custom Hardware Distributors Ltd

Job ID
40277

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LOCATION	DATE POSTED	EXPIRY DATE	
2512 Dewdney ave, Regina, SK Saskatchewan	04-06-2026	01-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 34/ Hour	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year or equivalent experience

Experience

7 months to less than 1 year

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Co-ordinate activities with other work units or departments

Establish work schedules and procedures

Examine and verify the accuracy of work

Identify workers' training needs

Prepare and submit reports

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Train staff/workers in job duties, safety procedures and company policies

Conduct performance reviews

Recruit and hire staff

Co-ordinate, assign and review work

Job Description

Experience and specialization
Computer and technology knowledge
MS Office
Additional information
Security and safety
Basic security clearance
Bondable
Work conditions and physical capabilities
Attention to detail
Fast-paced environment
Large workload
Tight deadlines
Work under pressure
Personal suitability
Accurate
Dependability
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Judgement
Organized
Reliability
Team player