



We think you're awesome – Join our Team!



Job Title: Customer Service & Order Processing Team - \$750 Onboarding Bonus!

CELLTREAT Scientific Products is a supplier of laboratory products for the Life Science industry. Our strong focus on our customers, team, and values creates a fun and rewarding work-hard/play-hard environment. See what the Green Team has to offer. You're going to love working here!

What you can expect:

- Team members who "get it done" are appreciated, recognized, and rewarded
- Learn new skills, build your experience, and grow with the company
- Share the prize – bonuses, employee lunches, activities, recognition program, and more!

Join CELLTREAT's Customer Success Team to help maintain the order processing flow and ensure the customer comes first!

Schedule: Monday to Friday, 8:30 am-5:00 pm
Potential for overtime as needs arise

Salary: \$800 - \$900 per week based on experience
\$750 Onboarding Bonus paid upon completion of new hire onboarding program
Quarterly bonus program (Approx. \$1,200 annually – paid quarterly)

Responsibilities Include:

- Accurately process new customer orders
- Answer incoming phone calls
- Reply to customer emails regarding order inquiries and product questions
- Process product returns and credit memos
- Additional responsibilities to be determined

Skills Desired:

- Strong administration and organizational skills, along with attention to detail
- Phone and email etiquette are very important
- Experience working with Order Management Systems, preferably NetSuite
- Experience working in different e-commerce platforms, specifically in an EDI environment
- Strong Technical Aptitude and Computer Skills (Microsoft Office: Outlook, Excel)
- Team Player who is self-motivated and demonstrates the company fundamentals
- Ability to excel in a fast-paced environment
- Familiarity with products and applications is a plus

To Apply:

Submit resume or completed application and letter of interest to Shirley Happell (shirleyh@celltreat.com)