



# Careers at S&C Electric Canada Ltd.

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**POSITION:** Order Management Representative  
**LOCATION:** 90 Belfield Rd, Toronto, ON  
**STATUS:** 1 Year Contract

## Who We Are

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S&C Electric Company is a global provider of equipment and services for electric power systems. We are a Chicago-based company that designs and manufactures switching and protection products for electric power transmission and distribution. Whether it be through industry shaping or traditional solutions, S&C is dedicated to keeping the lights on for billions of people worldwide.

Come join our team of over 400 members who develop, design, manufacture and support a wide range of solutions and products designed to help keep the lights on! Please see <https://youtu.be/wNbLwEfVg6E> for testimonials of current team members on their experience of working at S&C.

## Job Summary

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We are currently seeking an Order Management Representative for our Toronto office. The successful candidate will work closely with our sales and engineering teams in meeting and responding to customer expectations. The ideal candidate is a professional who has excellent interpersonal, organization, and communication skills

## What You Will Do

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- Manage shipping arrangements for all S&C products and maintain sales orders for the commercial and industrial markets
  - Liase between S&C and the customer on sales orders and respond to customer inquiries
  - Work with District Managers to meet customer requirements
  - Prioritize and schedule workloads
  - Provide visual indicators to monitor performance at meeting commitments

## What We Are Looking For

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- College Diploma in business administration or a similar field
  - 1-3 years of work experience in a similar role
  - Project management skills and experience following project timelines and using Gantt charts
  - Excellent customer service, communication, interpersonal, and organization skills
  - A team player who also has the ability to work independently with minimal supervision
  - Good problem-solving skills
  - Proficient in Microsoft Word, Excel, and Outlook
  - Experience with Oracle is an asset

## How to Apply

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If this opportunity interests you, please send a cover letter and resume to:

[HR.Canada@sandc.com](mailto:HR.Canada@sandc.com)

We thank all applicants for their interest however, only those candidates who are selected for an interview will be contacted.

**S&C Electric Canada Ltd. is an equal opportunity employer.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, S&C Electric Canada Ltd. will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform S&C Electric Canada Ltd.'s Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

