

### The Company

The Jim Pattison Group is the second largest privately held company in Canada with over 42,000 employees worldwide; operating a large number of companies in a diverse set of industries. Jim Pattison Lease has been operating in Canada since 1961. The company has branches across Canada and is Canada's Leader in Customized Fleet Management, providing Vehicle Fleet Leasing, Vehicle Remarketing through both wholesale and retail channels, and Fleet Management solutions for commercial enterprises.

About Jim Pattison Lease: <http://www.jimpattisonlease.com/about/>

About the Jim Pattison Group: <https://www.jimpattison.com/about/our-story/>

Are you interested in building your career with a reputable, leading fleet management company that is continually growing?

Jim Pattison Lease is seeking a highly motivated individual for the unique opportunity of building your personal career with a stable organization that is continually growing.

### The Opportunity

Reporting to the Regional Director, Ontario you will be responsible for providing administrative and operational support to assist Account Executives and Customer Service Representatives. This position will work closely with the Lead, Customer Service & Account Management role and will be based in the Jim Pattison Lease Mississauga office.

### Key Attributes and Skills

This role is vital to our success as we move forward towards becoming the *Best-in-Class* service provider in our target market. This is a customer and field support position whereby the individual in this role must possess the following skills and attributes:

- Highly motivated to provide exceptional customer service
- Strong administrative and time management skills
- Positive, enthusiastic and confident
- Solid organizational capability, ability to multi-task and excellent attention to detail
- Flexible and responsive with the ability to exercise good judgement and a sense of urgency
- Aptitude and willingness to perform as part of a team as well as individually
- Excellent communication skills both written and verbal
- Proficient in MS Word, Excel, PowerPoint and Outlook

### Position Responsibilities and Accountabilities

- Mail & Couriers – Retrieval, processing and distribution of mail
- Banking & Compliance – Identify and process cheques for deposit
- Vehicle Licensing – Support Customer Service Team with annual vehicle license renewals
- Used Car Sales – Collect documents and create a complete electronic file for Remarketing Team
- CSR Support – Provide support and understand Customer Service Representative workflow
- General Office Duties - General office duties and administrative tasks, as required

### How to Apply

If this opportunity is of interest to you, please send your resume and brief cover letter to [greatcareer@jplease.com](mailto:greatcareer@jplease.com)