



Twin Rivers Paper Company is a leader in the production of specialty papers. We are pleased to announce that our Madawaska Operation is seeking a committed individual to join our team and grow their career as a full-time

CUSTOMER SERVICE REPRESENTATIVE

Reporting to the Manager of Customer Service and Transportation, the Customer Service Representative's responsibilities are:

- Actively support and promote safe work practices throughout the mill by being present at safety activities and personally encouraging safe behaviour
- Provide product information and process customer orders
- Coordinate product with production and transportation
- Resolve customer issues in a timely manner
- Analyze and monitor forecasts
- Work closely with Sales Representatives
- Participate in a variety of meetings including monthly customer and monthly sales meetings
- Weekend coverage on a rotation basis
- To have an awareness of the Food Safety Policy, GMP's, HACCP principles and Food Safety Standard

Requirements:

- High School diploma or equivalent, preferably a bachelor's degree from an accredited College/University
- Problem solving/technical skills
- Computer skills include Excel, Word and PowerPoint
- 5+ years' experience in a customer service setting

Twin Rivers Paper offers a competitive salary and an extensive benefit package. Please send your letter of interest and resume to:

Twin Rivers Paper Company - Human Resources Department
82 Bridge Avenue, Madawaska, ME 04756
Or by Email: madawaskajobs@twinriverspaper.com

Applications will be accepted until the position is filled

Twin Rivers is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.