



## **EMPLOYMENT OPPORTUNITY – WAREHOUSE CUSTOMER SERVICE REPRESENTATIVE**

### **THE COMPANY**

Harvey's Oil Ltd. is Newfoundland and Labrador's trusted choice for energy solutions, known for our dedicated people, prompt and safe service, and a culture rooted in inclusion, respect, and a job well done. With a team of over 50 and more than 16,000 customers across the island, we provide heating oil, diesel, lubricants, heat pumps, mini-splits, and propane, all while investing in innovation and sustainable growth that supports our customers, employees, and communities. We pride ourselves on offering specialized training, living our core values of safety, knowledge, friendliness, reliability, empathy, and respect and delivering the warm service our province has trusted for generations. As a joint venture between A. Harvey & Co. Ltd. and Suncor Energy Inc., we continue to grow responsibly, stay true to our local roots, and remain focused on delivering energy solutions that meet the needs of a changing world.

### **EMPLOYEE OFFERINGS**

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

### **THE ROLE**

Harvey's Oil Ltd. has an opening for the position of a full-time, permanent Warehouse Customer Service Representative located in our facility at 1256 Kenmount Rd, Paradise.

Key responsibilities of this role include but are not limited to:

- Assisting customers' in-person at the warehouse along with telephone & electronic requests and processing payments.
- Provide Information & Answer any Customer Questions About Our Products via Email & Telephone.



- Accurately inputting orders into the company's computer system.
- Assisting in picking orders for delivery.
- Assisting warehouse personnel when necessary.
- Preparation of sales reports and all necessary paperwork to ensure proper inventory tracking.

### **THE CANDIDATE**

The ideal candidate will have the following:

- Post-secondary degree or diploma in Business or Marketing.
- Sales and/or customer service experience.
- Exceptional customer service and people management skills.
- Strong organizational and time management skills.
- Dependable with proficient attention to detail.
- Interest in helping people and providing top level customer service.
- Solid problem-solving skills.
- Ability to meet deadlines.
- Strong people skills including effective communications.
- Excellent verbal, written, and interpersonal skills.
- Ability to work independently and in a team environment.

The ideal candidate will be:

- Capable to work in a multitask environment.
- Able to work with minimum supervision.
- Capable to work effectively under stressful situations.
- Able to provide professional and courteous service in any scenario.
- Able to understand and work with diverse groups of people and clients.
- Ability to do heavy lifting as required.

Individuals interested in applying for this position should send a resume by January 25<sup>th</sup>, 2026 to:

**Harvey's Oil Ltd.  
87 Water Street  
St. John's, NL A1C 5X3  
Fax: (709) 726-8044  
Email: [humanresources@aharvey.nf.ca](mailto:humanresources@aharvey.nf.ca)**

