

September 27, 2018

To whom it may concern:

I would like to take an opportunity to offer a formal recommendation for Michel Sauriol. As Branch Manager with Ryder material Handling Equipment (Crown Lift trucks), I worked closely with Michel in his position as Parts Editor for the Ottawa division.

The position was much diversified as he not only dealt with parts but many other aspects of the business including and not limited to sales and growth.

Providing a superior service to internal customer being our service and sales team along with providing that same quality of service to our external customers.

Michel started with us on May 01, 2010 and he had left his employment on December 11, 2017. During his time frame with us he managed and controlled 17 van inventories and our in house stockroom inventory. His other responsible were as follows: preparation and research of parts for customer inquires including preparation of quotations, ordering with follow through until delivered and invoiced, assisted in preparing repair quotations for service department and once approved ordered all items required to complete the work, prepared purchase orders for vendors and matched invoices for payment. When required also helped in the area of service dispatching and handled any customer invoicing inquires related to part sales.

His training and development was ongoing due to product changes, inventory controls changes and program changes.

He also managed our warranty part claims with vendors, and arranged our daily shipping and receiving.

In my opinion, Michel solid work ethic and attitude make him an invaluable talent. He is a trustworthy individual and would be an excellent candidate for any company.

For additional information or to further discuss Michel employment with me, I invite you to contact me anytime.

Sincerely,
Paul Plouffe 
Branch Manager Ottawa
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