



JOB DESCRIPTION

Position Title	Inside Sales Representative
Department	Sales
Location/Site	Burlington, Ontario

Please note: This is a maternity leave contract position – duration is 12-15 months.

OBJECTIVE

Reporting to the Inside Sales Supervisor, the Inside Sales Representative will support the sales team by preparing and entering sales and purchase orders, monitoring product inventory levels while working closely with the Logistics, Production and Shipping/Receiving Departments.

QUALIFICATIONS

Education:

- High School Diploma
- Post –Secondary education in a related field of study is preferred

Experience & Skills:

- Minimum 1–3 years of Inside Sales / Customer Service experience (experience within the produce industry is an asset)
- Excellent organizational and problem solving skills with ability to prioritize
- Ability to multi-task and work within a fast-paced environment
- Strong level of attention to detail and accuracy
- Strong communication skills (verbal and written)
- Ability to work independently and with initiative
- Proficient in Word, Excel, Outlook; working knowledge of Famous and EDI would be considered an asset

PRINCIPAL RESPONSIBILITIES

1. Prepare and enter sales orders and purchase orders.
2. Track inventory to ensure that adequate levels of product exist at all times.
3. Work closely with sales team and /or logistics to ensure that adequate product is delivered on-time.
4. Work closely with the Shipping/Receiving department to ensure that product is received and dispatched properly.
5. Communicate with customer on order status/changes/discrepancies.
6. Respond to and troubleshoot last-minute changes, and communicate Production Managers for scheduling purposes.
7. Participate in weekend rotation coverage as required.
8. Other duties as required by the Inside Sales Supervisor.