



JOB DESCRIPTION
INSIDE SALES REPRESENTATIVE
PART-TIME / WEEKEND COVERAGE

Please note hours of work are Saturdays and Sundays (including holidays), start time is 8am (approx. 4-6 hours per day)

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 MS Office; working knowledge of Famous/EDI would be 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 to Production Department for scheduling purposes.
7. Other duties as required by the Inside Sales Manager.