

# INSIDE SALES REPRESENTATIVE

## QUALIFICATIONS

### Education & Certification:

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

### Experience & Skills:

- Minimum 1–3 years of inside sales 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 to Production Manager for scheduling purposes.
7. Participate in weekend rotation coverage.
8. Other duties as required by the Inside Sales Supervisor and COO.

Please email your resume and cover letter to: [careers@earthfreshfoods.com](mailto:careers@earthfreshfoods.com)

*\*Only those candidates who will be considered for an interview will be contacted.*

*EarthFresh welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*