

# 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 – 2 years of inside sales experience (experience within the produce industry is an asset)
- Excellent organizational and problem solving skills with ability to prioritize
- Strong level of attention to detail and accuracy
- Strong communication skills (verbal and written)
- Proficient in Word, Excel, Outlook; working knowledge of Famous and EDI would be considered an asset
- Ability to work independently and with initiative

## 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.Other duties as required by the Inside Sales Supervisor and COO.

## HOURS OF WORK

Sunday - 10am-4pm

Monday - Thursday, 9am-5pm (with occasional Saturdays, approximately 1 per month)

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.*