



Position: Sales & Customer Service Representative	Department: Inside Sales	
Reports to: Inside Sales Manager	Location: OFT	Posting Number:

At Gambles, product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and retail operator. Our goal is to be the supplier of choice for all of our Customer's needs.

The people who comprise our close knit team work together in a community focused company that is driven by a set of core values that serve as guardrails throughout our entire business. It is these values that drive the culture of the organization which encompass Integrity, Respect and Team Work.

Responsibilities

- Process Customer orders via phone, fax, email, online ordering (internal systems);
- Investigate/Resolve customer complaints
- Support key account management by effectively communicating with customers through all appropriate methods (verbal, listening, writing, presenting);
- Complete daily allocations of customer orders;
- Purchasing local commodities;
- Communicate and work with buyers to meet customer product demand;
- Monitor Daily Sales and Inventory;
- Manage Daily/Weekly Pricing;
- Manage communication and documentation for customer base;
- Other projects and duties as assigned.

Qualifications

- High School Diploma (Post-secondary education in business an asset);
- Proficient in MS Office;
- Strong ability to operate collaboratively in a team environment as well as work independently;
- Able to handle all customers in a friendly and professional manner;
- Able to work in a fast paced environment while ensuring speed and accuracy;
- Must be adaptable to changing priorities;
- Must be flexible with availability to change shifts as required;
- Knowledge of fresh produce industry a definite asset.



Competencies

- Strong interpersonal skills for interacting with external & internal vendors and customers
- Ability to manage competing priorities and meet deadlines.
- Exceptional English verbal and written communication skills.
- Ability to type fast and free from error.
- Detail-oriented, well organized.
- Ability to readily adapt in a changing environment.
- Professional and able to handle confidential material.
- Ability to work in a team environment as well individually
- Self -motivated

Please note: position requires much verbal communication via the phone. Successful candidates must have strong clear command of the English language.

APPLICANTS: Please send resumes to: jobs@goproduce.com and quote the posting number in the subject line.

We thank all those who apply for their interest but only those selected for an interview will be contacted.

Please note that Gambles Ontario Produce Inc., is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. During the recruitment process, if you require any accommodation please advise your contact information and they will make the required arrangements.