



# JOB POSTING

## SALES REPRESENTATIVE (SR)

We are growing and looking for a new addition to our sales team. As our newly hired *Sales Rep*, you will sell, market & merchandise products in our small, artisan cheese store. You value and understand the importance of relationship-building and ensure the best customer experience possible. Even if you don't have all of the skills and abilities for this position, you are willing to learn, and we are willing to develop you as an employee. If you have a can-do attitude and a drive to succeed, we'd love to hear from you!

***We are willing to consider full-time or part-time hrs & possibly a flexible work arrangement in order to meet the needs of the right candidate.***

### DUTIES/RESPONSIBILITIES

- Directly responsible/accountable for the retail store & its sales
- Merchandises products in a manner that maximize consumer appeal
- Sells/upsells products (with various add-ons) to maximize revenues
- Markets NP's products on social media/various channels (ie FaceBook & company website)
- Monitors supply/inventory (ensures optimal stock levels in the store at all times)
- Creates a warm, welcoming environment offering the **best** customer experience
- Always on the lookout for new, unique, locally made, artisan-type products to sell in store
- Maintains & uses cash register/POS system
- Maintains & processes float for cash register
- Provides quotes to customers (retail & wholesale)
- Takes & processes customer orders (usually by phone or e-mail)
- Resolves problems/issues whenever possible
- Conducts outbound sales (calling on new and existing customers) – *if requested*
- Participates in farmers' markets, grocery store demos, other marketing events – *if requested*
- May prepare reports/updates/data pertaining to store and its operations/sales
- Coordinates shipping of products
- Organizes, cleans, and sanitizes work areas
- Continually learns about NP's products in order to provide expertise to customers
- Liaises/communicates/works with other team members
- Answers phones and greets customers
- Other duties as assigned

### OUR IDEAL CANDIDATE

- Education in retail sales, marketing, or business admin – *assets*

- Strong sales/merchandising/customer service – *strong assets*
- Exhibits a high level of trust and integrity
- Able to build positive, long-lasting relationships with staff, customers, suppliers
- Excellent interpersonal skills & conflict resolution
- Excellent problem-solving & multi-tasking skills
- Proficient with Office 365 & Adobe (knowledge of QuickBooks also an asset)
- Strong time management, interpersonal & organizational skills
- Willing to grow & develop in the position
- Previous role(s) in customer service/admin, sales, operations, merchandising or marketing – *strong assets*
- Experience developing sales plans – *asset*
- Previous cash experience (ie using cash registers/balancing floats, and POS systems)
- Experience resolving customer complaints/issues
- Social media marketing & website admin – *assets*
- Experience working in a food production facility – *asset*
- Strong communication, relationship-building & interpersonal skills
- Health & safety committee experience – *asset*

**\*\*MUST BE LEGALLY ENTITLED TO WORK IN CANADA\*\***

**CLOSING DATE & TIME:** Open until suitable candidate found

**START DATE:** ASAP

**DATE POSTED:** Sept 29, 2022

**COMPENSATION:** \$21.00 per hr

**TO APPLY:** E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at [dwayne@naturalpastures.com](mailto:dwayne@naturalpastures.com) citing “**Sales Representative**” in the subject heading of your e-mail.

*We thank all those who apply, however only those shortlisted will be contacted for interviews.*