

WEST COAST FLORAL

Growers & Distributors Ltd.

Sales Assistant Job Description

For over 30 years, West Coast Floral has provided our wholesale customers an amazing range of homegrown plants, cared for by our expert horticulturists. Growing over 3 million plants each year in our 16 greenhouses, we also offer a diverse selection of local and import cut flowers. Providing a full-service Greenhouse-to-Door business model to our customers ranging from small florists, large garden centres and chain grocers, we ship our products across Canada and the Northwestern USA via our convenient weekly freight shipping service.

We are seeking a motivated individual to join our dynamic Sales Team. As a Sales Assistant, you pride yourself on being at the forefront of industry trends, employing your high level of customer service. Reporting to the Key Account Manager, you will play a pivotal role in driving sales growth by creating an exceptional experience for our customers.

Key Responsibilities

- Perform clerical duties such as customer service and administrative tasks
- Respond to customer inquiries in a timely manner via email and phone
- Enter orders and data accurately
- Collaborate with the team to deliver sales strategies and deliver a positive customer experience

Qualifications

- Diploma or Bachelors Degree in Business Administration is preferred
- 2-5 years experience in a sales related role
- Proficient Microsoft Excel skills
- Excellent communication and interpersonal skills, with a focus on customer service
- Strong time management skills, problem solving skills, and impeccable attention to detail
- Experience within the horticulture industry is an asset
- Ability to drive as our location is not transit-friendly

Position Details

- Full Time (40 hours per week) permanent, Monday-Friday, 8am – 4:30pm
- \$50-55k salary based on experience

Only qualified candidates will be contacted.