



Sales Coordinator

John Slaman Greenhouses Ltd.

hr@slamans.ca

1 Seventh Concession, Burford, ON

About John Slaman Greenhouses Ltd:

Quality is the best way to describe the fresh cut flowers grown at John Slaman Greenhouse Ltd operating as Slaman's Quality Flowers. With over 300,000 sqft of climate-controlled greenhouses, Slaman's provides locally grown cut chrysanthemums and lisianthus. Slaman's Quality Flowers sells directly to wholesale and auction channels throughout Ontario, Quebec and the North-Eastern United States. Every bunch is sleeved with the logo Slaman's Quality Flowers so customers can request these locally grown fresh cut flowers. The Slaman's team utilizes modern growing techniques, agri-technology for climate-controlled greenhouses to improve production, and environmentally sustainable practices to reduce our carbon footprint while providing customers with quality flowers.

How you will contribute as part of the Slaman's team:

Under the direction of the Manager of Administration and Government relations, the Sales Team (3 persons) has day-to-day responsibility for supporting customers and fulfilling sales orders accurately and in a timely manner. The Sales Coordinator will help develop and maintain sales processes, coordinate sales records data to inform decision making, oversee customer accounts, fulfill sales orders, support the delivery drivers and route coordination, track product availability and reporting, and other tasks as directed.

Major Responsibilities:

- Support sales processes and planning
- Coordinate sales reporting and data collection, filing, and accuracy for use in decision making
- Develop new customer opportunities and support existing customers through customer service and support
- Responsible for internal management of product inventory (filing reporting templates, update Sales Manager and communicate with harvesting team)
- Focus on maintaining internal rotation of product based on cut date and freshness
- Lifting and dynamic movements with items (pails with water; flower boxes; sleeve boxes etc.) up to 35lbs
- Completing / pulling customer orders with accuracy and efficiency
- Packing box orders and loading boxes of carts and/or skids
- Comprehend and follow standardized sales and shipping procedures
- Receive incoming product, confirming accuracy and quality of received goods
- Communicate well with other team members and supervisors
- Responsible for training new staff as needed
- Willingness to take on new tasks as they arise

What will you need to succeed:

Education (degree/diploma/certifications)

- No requirements but prior training or education is always an asset.
- Forklift license or willingness to obtain a license

Experience

- Entry-level – no prior experience required

Knowledge/Skill/Ability

- Excellent organizational skills, attention to detail, and time management.
- Excellent written and oral communication skills.
- Ability to build and maintain strong working relationships with customers and team members.
- Strong sense of accountability and ownership to meet deliverables and deadlines – working independently or as a team.
- Must be proficient in email and Microsoft Office software with intermediate Excel skills.
- Ability to multi task and be willing to adapt to priorities and tasks changing on short notice.

Position Details:

Employment type: Full-Time

Duration of employment: Permanent after 3-month probation period

Hours of work: Approximately 40 hrs/week

Schedule: Monday to Friday with requirement to work some Saturdays, long weekends and extra hours during peak shipping times or as required due to agriculture production.

Work Conditions: Cold environment – ready to ship product is stored and packed in a cooler with temperatures ranging from 2-6 degrees Celsius; Warm environment – Warehouse and Production Greenhouse may range in temperature throughout the seasons 15-30+ degrees Celsius.

Work location: In-person, Burford site

Salary Range: \$16.00 to \$18.00 per hour; prior experience and skill set considered when setting salary

Reports to: Manager Administration and Government Relations

To apply for job posting, please email your resume and a short cover letter of no more than 1 page in length to: hr@slamans.ca

While John Slaman Greenhouse Ltd thanks all applicants for their interest, only those under consideration will be contacted for interviews.