



## Trumps Food Interest Ltd

<b>JOB TITLE:</b>	Order Desk Support and A/R Clerk
<b>POST DATE:</b>	Oct 16, 2017
<b>END DATE:</b>	1 vacant position until filled.

Are you a customer-orientated, multi-tasking, organized individual with Sales or Hospitality Experience who is looking for full-time work with a company that recognizes your talents? Trumps is a nationally renowned wholesale dessert company that takes great pride in our staff, they are our recipe for success!

### RESPONSIBILITIES:

- Support our Order Desk staff with taking customer orders, answering inquiries, address customer concerns via phone, email, and fax
- Assisting the sales staff: calling customers for orders daily, invoicing orders using Simply Accounting, updating customer files daily using Microsoft Office
- Assisting the Accounting Department: contacting overdue accounts daily, sending account statements, processing credit applications
- Update marketing materials using Adobe Photoshop, Microsoft Publisher
- Maintain company website using EasyWeb Pro
- Assist in tradeshow coordination and attend as needed
- Occasionally perform receptionist duties such as transferring and paging calls on a multiple line switchboard, filing, assist Management with admin duties as needed

### REQUIREMENTS:

- Be available to work full-time from 8:30AM to 5:00PM, either Monday-Friday, or Sunday-Thursday
- Be a self-starter able to multi-task in a VERY fast-paced, and at times, unsupervised environment
- Be fluent in English in both written and oral skills
- Have excellent communication skills both oral and written
- Have basic Adobe and Illustrator experience
- Have intermediate Microsoft Office experience
- Have a working knowledge of the manufacturing food industry
- Have excellent telephone manner and take pride in providing great customer service (Front Desk, Reservations or Dispatch experiences is an asset)
- Be comfortable upselling on the phone
- Able to type 50 wpm
- Legally able to work in Canada
- Please note we work in a Non-smoking office, for Food Safe reasons all facial piercings must be able to be removed.



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### **WAGE & BENEFITS:**

Wage commensurate on work experience. Extended medical and dental benefits after passing 3-month probation period

### **APPLY AT:**

Sounds like a good fit? Please send your resume, cover letter, and 3 or more employer references we may contact directly to [jobs@trumpsfood.com](mailto:jobs@trumpsfood.com). Please indicate the position you are applying for in the subject heading.