

## BRINGING THE BEST OF THE WORLD TO YOUR DOOR

### ORDER DESK CLERK

Terra International Food Inc. is one of Western Canada's leading grocery importers, distributors and brand-builders. We represent a number of the world's highest performing specialty, natural, and organic grocery brands. We have a passion for providing the best products and services to our customers and are looking for positive and like-minded people to join our team.

The Order Desk Clerk will assist in all functions of the order process team including but not limited to the following:

#### ACCOUNTS

- Provide assistance with "house accounts"
- Take orders on the phone for represented accounts
- Preparing invoices
- Reviewing invoices
- EDI – Electronic invoice posting (knowledge on this - would be an advantage)

#### ORDERS

- Processes customers orders for in town and out of town accounts
- Provides updates on orders as required
- Release orders for the warehouse to pick

#### THE IDEAL CANDIDATE WILL:

- Assist other team members as needed
- Must be detail oriented and accustomed to high volume output
- Must be able to multitask and be very well organized
- Must have a positive "go to the ball" personality who seeks out impactful work and keeps themselves busy
- 2 years of grocery, natural or specialty food industry knowledge is an advantage or 2 years order desk or inside sales
- 2 years of post secondary education.

The position is a day shift, Monday to Friday, 40 hours per week.

Our compensation package includes staff discounts, extended health benefits, company social events and professional development. If you enjoy being part of a dynamic team, this is the job for you.

Please e-mail us at [employment@terrafoods.ca](mailto:employment@terrafoods.ca) putting "**Office Desk Clerk**" in the subject title and include your cover letter and resume telling us why you're the best person for the position.

We thank all applicants but only those eligible to work in Canada need apply at this time. We will only contact shortlisted candidates for interview.

#### OUR BRANDS INCLUDE



QUALITY. CHOCOLATE. SQUARED.

