



Customer Service & Administration Representative

Company: Sprucedale Agromart Ltd.

Location: Tara, Ontario

Reporting To: Location Manager

Sprucedale Agromart is a full-service Agricultural Retail business with locations in Hanover, Tara and Gore Bay.

Accountable to the Location Manager, this position is responsible for providing customer service and supporting the office administration at the Sprucedale Tara location. This position is vital to ensure Sprucedale Agromart operates effectively to deliver a high level of customer service to our valued customers.

Key Responsibilities:

- Act as the first point of contact within the office, greet customers, answer incoming calls, direct calls and inquires on seed, fertilizer and cropping questions to the appropriate salesperson
- Provide counter sales of in office products/supplies
- Assists with filing, mailing, customer follow-ups, office administration
- Prepares, sorts, retrieves incoming and outgoing mail
- Prepares, reconciles, and makes cash deposits
- Reconciles transactions and bills of lading for the business
- Filing day to day invoices
- Manages inventory of in office farm supply products
- Maintain and renew records regarding our business licenses and certificates
- Assist in maintaining and tracing health and safety compliance records
- At times, as directed, assists with proceedings for account recovery

Knowledge & Skill Requirements:

- 1-2 years of customer service-related experience preferred
- Strong interpersonal and communication skills, extensive customer contact is expected
- Ability to multi-task in a fast-paced environment
- Ability to work in a team environment but also work independently and be willing to work extended hours during peak periods

- Have excellent written and verbal communication skills
- Microsoft Office experience is required

If you are interested in joining our team, please submit your resume to: careers@sprucedale.com