



Customer Sales and Support Representative

HyLife Foods, a division of the HyLife organization and leading primary pork processor for domestic and world markets is seeking an experienced **Customer Sales and Support Representative**. To sustain our position as a premier supplier of quality food products, we strive to employ talented and motivated people capable of reaching the cutting edge of their discipline. This position is based in the vibrant community of Neepawa, Manitoba which has a reputation for its beauty and high quality of life.

The Customer Sales and Support Representative will be responsible for handling customer needs, from product type to shipment times. This position works directly with other inhouse departments such as, Planning, Operations, Logistics, and Finance. The successful candidate should have good written and verbal communication, problem solving skills, and must enjoy working in fast paced environment. The Customer Sales and Support Representative will report to the VP of Sales.

This position will include the following responsibilities and day-to-day functions:

- Provide superior customer service to our customers by managing a variety of different accounts and understanding each customer's shipment requirements
- Ensure timely order entry and ability to respond to customers quickly and accurately on all inquiries
- Ability to manage and track multiple orders and to work with various departments to organize shipment planning
- Ability to problem solve to achieve and/or to exceed customer expectations
- Assist the sales team with specific sales tasks as needed for domestic markets
- Manage and gather information for daily and weekly sales and customer service reports
- Administrative support to the sales team
- Other duties as assigned

The successful candidate should possess the following qualifications:

- Passionate about building strong customer relationships
- Strong communication and interpersonal skills
- Sales and service oriented with a proven ability to proactively listen, identify sales opportunities and solve problems
- Excellent time management skills with strong attention to detail
- Easily adaptable to change and a fast-paced environment
- Proficient in Microsoft office software and related programs (Excel, Word)
- Strong focus on food safety and workplace safety

We offer a comprehensive benefits package and competitive compensation based on experience and knowledge. HyLife has been recognized as a Platinum Member of Canada's Best-Managed Companies.

If you have the qualifications and the passion to meet this challenge then we would like to explore your potential. Please apply online at <http://www.hylife.com/current-opportunities/>

Applicants who are not currently eligible to work in Canada will not be considered for this position. We thank all applicants, however, only those under consideration will be contacted.