



# Sales Coordinator (no cold calling required)

Valleybrook Gardens Ltd. – Abbotsford, BC

**About us** Valleybrook Gardens, located in Abbotsford, British Columbia, is an innovative producer of succulents, perennials and edibles, serving the Garden Centre market in Canada and the USA. You can find out more about us on our websites: [www.valleybrook.com](http://www.valleybrook.com) and [www.perennials.com](http://www.perennials.com). The Nursery business is seasonal, so you will need to be comfortable with a slower off season (Aug – Feb) and an extremely busy Spring season (March to July), with very long days and overtime hours.

## The Job:

- You'll assist the Sales Office Manager in all administrative duties to keep the sales team organized and on track
- Incoming calls and emails to the sales department will come your way, and you'll provide quotes, enter orders and forward other questions or concerns to the appropriate team member
- Create and distribute the weekly availability list and update our online ordering app with current availability and specials
- Working with Territory Managers you will be responsible for entering and reviewing pre-pricing information
- Maintain Salesforce and custom software with current customer information
- Attend and participate in weekly sales team meetings

**About you:** You have excellent communication and people skills, are very organized, and have a high level of computer skills. You have 2+ years experience in an administrative role and can handle a lot of different tasks while maintaining accuracy. Experience in the green industry is a definite plus, but is not a requirement.

## KEY REQUIRED SKILLS/EXPERIENCE:

- Approximately two years experience in a sales / office administration role supported by post secondary courses, a diploma, or a degree in business administration
- A high level of comfort with computer applications of various types including Microsoft Office, especially Excel.
- Meticulous attention to detail regardless of the task and the ability to enter orders quickly and accurately.
- Excellent proficiency in English, both spoken and written.

- Adaptable, able to think on your feet and shift gears quickly to meet goals and address changing priorities, as well as being a team player with a positive outlook and attitude.

**We offer:**

A very casual working environment with a team of dedicated people producing gorgeous perennials and succulents, healthy edibles and many other plants in greenhouses and in open fields. We offer Health Care Benefits, a special price on product and the ability to earn extra during the Spring season working overtime hours.

Please send resume and cover letter to [careers@valleybrook.com](mailto:careers@valleybrook.com)