

Customer Service Representative

Reports To	Sales Supervisor	Location	Sysco Halifax
Type	Full-time Salary. Sunday-Thursday	Closing Date	October 20, 2017

Company Overview

Sysco is the global leader in selling, marketing and distributing food products, equipment and supplies to restaurants, healthcare and educational facilities, lodging establishments and other customers who prepare meals away from home. We have a forty year history of consistent success and now serve over 400,000 customers, delivering approximately 1.3 billion cases yearly. (NYSE: SYY)

For more information, visit www.sysco.com or connect with Sysco on Facebook at www.facebook.com/SyscoCorporation or Twitter at www.twitter.com/Sysco_Corp

For a full list of opportunities, visit www.sysco.ca/careers

Role:

The Customer Service role will support the customer order desk and provide service to internal and external clients.

Role Responsibilities:

- ✓ Enter Customer orders into AS400 system
- ✓ Inbound/Outbound calls
- ✓ Handle customer requests and concerns
- ✓ Allocation
- ✓ Intercompany Orders
- ✓ Aligned with the Corporate Multi Unit Team
- ✓ Miscellaneous Billing
- ✓ Communicating with customers and sales staff regarding the status of orders, delivery times, shorts, etc.
- ✓ Will Calls/Same Days
- ✓ Provide pickups, adjustments, product complaints and special orders
- ✓ Reception relief for breaks for and lunches
- ✓ Other duties as assigned

Qualifications/Skills/Job Requirements:

- ✓ Pleasant telephone manner
- ✓ Excellent oral and written communications skills
- ✓ Flexible schedule, including Holidays and weekends
- ✓ Ability to work independently
- ✓ Proficiency in Microsoft Office
- ✓ Ability to work in fast paced environment
- ✓ Strong multi- tasking skills
- ✓ Available to work Sunday through Thursday, daytime hours
- ✓ Bilingualism (French & English) an asset

Core Qualities for all Associates: Sysco's Leadership Framework Basics

Integrity & Accountability	Flexibility & Adaptability	Proactive Learning
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Internal candidates apply via the **Career Centre** on your HR Portal / ADP Workforce Now.
External candidates submit cover letter & resume via www.sysco.ca/careers

Sysco's Mission is to market and deliver great products to our customers with exceptional service.

Sysco's Vision is to be our customers' most valued and trusted business partner.

We offer our associates the opportunity to grow personally and professionally, to contribute to the success of a dynamic organization, and to serve others in a manner that exceeds expectations.

Sysco is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

Here's a sample of the many benefits Sysco associates enjoy:

- Comprehensive Flexible Benefits including Health and Dental, Health Care Spending and Wellness Accounts
 - Short-Term and Long-Term Disability
 - Life Insurance
 - Company Pension Plan
 - Group RRSP
 - Employee and Family Assistance
 - Stock Purchase Plan
 - Unlimited on-line learning through Sysco Interactive University
 - Sysco product discounts
 - Preferred vendor discounts
 - Free on-site parking
 - Employee appreciation events
- (*benefits may vary based on location or bargaining unit)