

Account Coordinator

Granview Farms Ltd is a growing Nova Scotia company with over 40 years of market related experience. We are proud to say that we are the premier supplier and distributor of high quality landscape products throughout Atlantic Canada.

We are actively seeking a well-rounded Account Coordinator to join our team. The ideal candidate is a team player with vision to collectively work toward long-term goals and has a true understanding of our corporate values. This is an individual who brings relevant industry experience and exhibits strong leadership qualities by means of a result driven work ethic. They will consistently help manage client programs throughout Atlantic Canada, while actively working with team members from all levels of the company to ensure positive customer experience. This role has the potential to be a part-time or full-time position.

Responsibilities:

- Help manage Atlantic Canada retail programs for large Granview accounts.
- Coordinating deliveries to store locations with the assistance of operational team members.
- Working with finance department to ensure accurate records are maintained.
- Maintaining clear and consistent communication with customers and store managers.
- Inputting of customer information into POS and CRM systems.
- Developing spreadsheets to track relevant sales information.
- Assisting finance department with A/R related tasks.
- Assisting with Marketing related activities.

Qualifications:

- A minimum of 2-3 years in a client facing, business environment.
- Experience in retail and distribution would be considered an asset.
- Familiarity with POS and CRM software would be considered an asset.
- A basic knowledge of retail product and service delivery.
- Comfortable spreadsheet and database development, power point presentation development, and program troubleshooting assistance.
- Adaptable to working in a fast paced and constantly changing environment.
- Strong client management skills.
- Able to manage and build strong relationships with internal team members.

Education:

- Post-secondary degree or certificate for sales or business management.
- Technical diploma in industry related fields considered an asset.
 - We appreciate all those who apply and qualified candidates will be contacted in a timely manner.

Please email resume to **tammy.hiltz@halifax.ymca.ca**

Please put Account Coordinator in subject line