

Entry Level - Administrative Assistant Retail

Full-time, Permanent

David Roberts Foods has an excellent career position available for the right candidate. This role will work closely with our Retail team.

Duties

- Supporting the Retail department and Sales team
- Coordinating sales and marketing initiatives.
- Maintaining our customers pricing in our data base
- Requesting customer samples and organizing couriers
- Receiving and sending email, mail and couriers
- Manage appointments, meetings and conference calls
- Customer listing forms and pricing
- Prepare variety of correspondence, reports and charts using Microsoft tools including MS Word, Advanced Excel, Power Point and Outlook
- Other duties as required

Requirements:

- Ability to manage multiple projects simultaneously, and competing priorities under short timelines
- Advanced working knowledge in Microsoft Excel
- Excellent computer skills on Microsoft Word, Outlook and PowerPoint
- Detailed-oriented, takes initiative, and an excellent team player
- Strong interpersonal, communications and presentation skills
- Self-motivated with a positive attitude, and determined to learn and sharpen skills on an ongoing basis

We Offer:

- Competitive Salary
- Health Plan

We offer a great working environment. If you are responsible, self-motivated team player please send in your resume immediately to hr@drfc.ca for this great opportunity with your salary expectation.

Vaccine Verification – DRFC has a mandatory Covid-19 Vaccination Policy to provide a healthy and safe work place for all. As a condition of employment, you are required to provide proof that you are fully vaccinated, or provide proof of valid exemption, satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at David Roberts Food Corporation.

DRFC is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your

needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted for an interview.

We would like to thank all that apply. Please note that only those selected for an interview will be contacted.