



**Customer Service Representative
Halifax, Nova Scotia**

Halifax Seed is Canada's oldest continuously operating family run seed company. Started in 1866, Halifax Seed has grown to be a leading supplier of horticulture products in Atlantic Canada. We strive to provide great customer service and technical support to all customers.

Halifax Seed is searching for a talented individuals looking to engage their skills on our internal wholesale Customer Service Team in the Halifax, NS office.

Are you passionate about horticulture and enjoying building customer relationships? If you strive to work in a fast paced environment for a family owned business this is the position for you. As a member of the Halifax Seed Customer Service Team you will provide expert horticultural technical and sales support to our customers in order to meet their needs. Through our customer service department you will be able to provide support through collaborative teamwork, which will help in providing a superior customer experience to customers in the golf, landscaper, garden centre and commercial growing industries. Your main roles will include fulfillment management of our professional turf division but will also encompass many different daily tasks from sales, customer service, quoting and pricing, along with logistic and administrative duties.

Why Choose Halifax Seed?

We are an industry leader in Atlantic Canada for horticultural supplies. Open year round, our staff are highly qualified and dedicated to offering exceptional customer service. Halifax Seed offers an excellent benefits package.

Qualifications & Skills:

- Horticulture experience (minimum of 2 years considered an asset)
- MS Office and computer proficient
- Knowledge of Syspro ERP software considered an asset
- Enthusiastic individual with excellent communication skills
- Detail Oriented
- Team Player
- Ability and willingness to learn and multi-task
- Flexibility in rapidly changing environment

Aspects of this position will include but not limited to customer service calls, processing orders, product line management, technical support and logistics.

We thank all of those who apply, however only those applicants who have been selected for an interview will be contacted.

Please send cover letter and resume to Steve Tober at steve.tober@halifaxseed.ca