



Job Advertisement
Sales Order Agent (PEI)

Atlantic Aqua Farms is a growing business. We have been expanding our operation and as such, we have a vacancy for a receptionist/logistics support. We have a team oriented, hard-working group of people who are the reason for our success. We value hard work, flexibility, integrity, and dedication. You will be a part of a team made up of doers, creative minds, and good people. This role will report to the Assistant Plant Manager, and is based in Borden, Prince Edward Island.

Job Responsibilities:

- Review and input customer orders into operations software
- Communicate with Canadian and US customers
- Advise production team of any changes in orders
- Keep track of weights and distribution of product for transportation
- Notify AR members and production team of any special promotions received from customers
- Record keeping and data entry

Qualifications/Skills:

- Strong work ethic and integrity
- Analytical problem-solving skills with an impeccable attention to detail
- Strong organization and time management skills
- Ability to work under pressure in a fast paced environment
- Excellent oral and written communication skills
- Strong interpersonal skills with ability to collaborate and build a consensus in a high-pressure environment
- Proficiency in Microsoft Office (Outlook, Excel)
- Must be eligible to work in Canada

Education and Experience Requirements:

- Experience in a sales order position is an asset
- Experience working on a team
- Experience working in a fast paced environment

Compensation/Benefits:

- \$17.00/hour
- Company paid health & dental benefits
- Vacation Time
- Opportunity for Learning and growth
- Group RRSP program that is company matched

If you are the person we need to hire for this position to continue with our success, please send your resume and cover letter to jobs@atlanticaquafarms.com

Thank you for your interest in our business.