

VIC TOR IA DISTILLERS

Victoria Distillers are going through an exciting time of growth and is looking to add an **Order Fulfillment Specialist** to their team!

Overview:

Founded in 2009, Victoria Distillers is one of the oldest small batch distilleries in BC. Driven by creativity and excellence we produce an array of exceptional, award-winning spirits. We have experienced tremendous growth over the past several years and are looking to add an experienced *Order Fulfillment Specialist* to our team. This role would be responsible for assisting customers in the processing, shipping, and delivery of sales orders. This detail-oriented position offers an excellent opportunity to showcase strong organizational and communication skills, contributing to an exciting and fast-growing business. This is a full-time role located in Sidney, BC reporting to the Fulfillment & Logistic Supervisor.

Duties & Responsibilities:

- Ensure sales orders are processed in a timely fashion
- Utilize strong organizational skills to monitor in-progress orders
- Liaise between internal and external customers to ensure compliance and customer satisfaction
- Assist operations team with data entry and inventory management
- Showcase a strong enthusiasm for teamwork and be willing to assist in duties outside of their essential functions.

Qualifications:

- Proficiency in MS Office
- Previous experience in customer service role
- Work effectively within a team environment, with a focus on customer service
- Strong communication and interpersonal skills
- Previous experience in the following considered an asset:
 - Logistics/supply chain
 - Enterprise Resource Planning (ERP) tools
 - Inventory management

To apply on this exciting opportunity, please send your resume in confidence to: sarah@sjemploymentsolutions.com attention Sarah Elliot, Recruiter.

We would like to thank all applicants for their interest; please note that only those selected for an interview will be contacted. No phone calls please.