



Holmes Agro is a progressive Ag-retailer serving Southern and Central Ontario. Our mission is to supply quality products and services in the areas of seed, fertilizer, crop protection and agronomic advice, while being recognized as leaders in the agricultural industry.

In order for us to accomplish our goals, we rely on a dedicated team of individuals specializing in customer service, sales and agronomy, operations management, and professional application. The members of our team are passionate about agriculture and form the backbone of our business and the support network for our customers.

Holmes Agro is seeking motivated and dynamic individuals to join our team for the 2022 spring season:

Customer Service Associate

The successful candidates will have the following qualifications:

- A positive attitude and a dedication to personal improvement and skill development
- Good oral and written communication skills and a strong attention to detail
- Working knowledge of Microsoft software (Excel, Word, etc.)
- Willingness to learn accounting software (Agre)
- Ability to self-manage time and priorities
- Willing to work seasonably long hours as required
- Customer service oriented and able to work in a fast-paced environment both as an individual and part of a team

The position will have the following responsibilities:

- Work with customers in an orderly and efficient manner with regards to sales and service
- Provide professional and efficient service to customers both on the phone and in person.
- Be knowledgeable about Holmes Agro's Lawn and Garden product line up
- Maintain a clean, organized workspace to efficiently locate and ship product
- Be diligent with paperwork when shipping and receiving products.
- Assist Accounts Receivable Clerk by creating and editing load out tickets, preparing monthly statements for mailing/e-mailing and filing.
- Maintain facility appearance through house keeping, lawn maintenance, trimming, weeding etc.

Please submit your resume in confidence by fax or email to: Michelle Lillie
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