

Sales Support Account Coordinator – Produce

Location – Pompano Beach, Florida

Southern Specialties is looking for a Sales Account Coordinator to join their Sales Team

Are you looking for a new opportunity with a strong, stable and growing company? Do you want the opportunity for advancement in your career? If so, Southern Specialties, Inc. could be the place for you; for twenty-five years we have been honoring our promises to our customers and employees. As one of the solid privately held produce importer and distributors in North America, our family-owned company has a history of going for ground-breaking ideas and building strong relationships.

The continued growth of current and new markets allows for the addition of new talent to join our team. We're seeking great people looking for professional and personal growth and a place to make a difference in people's lives. If you are interested in joining an innovative, supportive, values-driven company, we invite you to consider a career with Southern Specialties, Inc.

About Us

We're a company with reliability at its core. We believe in treating each other with respect and working as a team to get things done right. And because of this collaboration, we've created an atmosphere that's **fun, supportive, and alive with energy!**

At Southern Specialties, our continued focus on quality and exceptional service has made us one of Southeast's distributors for over 25 years. Based out of Pompano Beach, Florida and founded in 1990 Southern Specialties, Inc. is a successful, family-oriented company. We are proud to offer our employees career advancement with training and comprehensive benefits.

Position Overview

Reporting to the Sales Director, the Sales Account Coordinator (SAC) is a support role Sales Team. This role will support the sales team by coordinating between Sales, Customers, Vendors and Operations.

We are looking for a motivated, results-oriented individual with strong customer service skills to provide sales support to our sales team in in United States.

Your Primary Duties & Responsibilities Will Include

- Answer phones and emails in a timely and prompt manner.
- Ensure that all the accounts have a satisfactory completion of orders
- Develop and maintain a thorough working knowledge of Southern's product lines
- Provide assistance and support to the sales team by processing invoices, credits and returns, faxes, emails and EDI transmissions.
- Provide general support to assigned KAM(s) by answering phones, processing orders, booking ground and air transportation other administrative support as needed.

- Check orders with transportation companies for on time pickup and delivery.
- Acts as liaison between the Sales, Operations, Accounting and Procurement Departments.
- Prepare certificates (COS, Phytos,) and work orders as needed for each order.

Skills You Bring

- Sales administration experience preferred
- Proficient computer skills (MS Outlook, Word, Excel and Power Point)
- Experience in Navision, Cognos and or Link Fresh (preferably)
- Ability to work in a team environment
- Strong written and verbal communication skills
- Excellent analytical and organizational abilities
- Ability to identify and set priorities and follow through on tasks from start to finish
Excellent customer service skills and be able to handle multiple priorities

What We Value, You Value

We are committed to building a strong relationship with our local community through our partnership with various charitable organizations. We take responsibility to do our part by endorsing and providing funding for wellness, sustainability, healthcare, shelter and education expenses. In addition we have numerous green initiatives in place to help support and build a cleaner and greener tomorrow!

What We Offer - Benefits

- 401k plan with an employer match
- Comprehensive flexible benefits program
- Southern Specialties, Inc. discounts on products
- Training and career advancement opportunities
- **And much more!**

We take care of each other at Southern Specialties, Inc. Employees love our competitive benefit plans, which include all the things you would expect and a few more!

Southern Specialties, Inc is a drug free workplace (must be able to pass a drug and background check) and an equal opportunity employer. All qualified applicants and employees will receive consideration for employment, or in terms or conditions of employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a protected veteran, or status as a qualified individual with disability.

Next Steps

To apply for this opportunity, please submit your resume to: HumanResources@southspec.com