



Hi-Hog Farm & Ranch Equipment Ltd.

8447 – 23 Avenue N.E.
Calgary, Alberta T1Y 7G9
Canada

Toll Free: 1-800-661-7002
Phone: 403-280-8300
Fax: 403-280-2441
www.hi-hog.com

Position: Junior Sales & Logistics

Job Description:

This individual will, at first, be tasked with learning and slowly taking over some of the duties around the sales office pertaining to sales and shipping. Learning our products and becoming familiar with how they are used will be a key factor. This person will be expected to offer product information over the phone and in person when requested and make suggestions based on the customer's needs. Another important aspect of the job will be learning our office and shipping procedures, to understand the flow of things, and how everything is done, from the time an order is taken, to the time it is shipped out and invoiced. Eventually this person will be expected to attend trade shows periodically, and perhaps learn how to design layouts for our customers using AutoCAD, if required.

Tasks & Responsibilities:

- Sales order entry
- Answering phone calls from customers & dealers, to answer questions and provide excellent service.
- Organizing the order board & arranging truck loads
- Troubleshooting equipment issues over the phone.
- Providing quotes to dealers and customers
- Communication with transport companies to coordinate outgoing loads, as well as booking pickups with couriers for small shipments.
- Communicating with the shipping staff about upcoming loads & preparing paperwork
- Invoicing to be completed once loads have gone out and been delivered.
- Providing system layouts and ideas to customers looking for design assistance.
- Answering email inquiries from the website.
- Keep in touch with outside sales staff about orders of interest – ETAs for customers, etc.

Minimum Requirements:

- Basic knowledge of how to use Microsoft Office products. Mainly Word, Excel, Outlook.
- Some experience in customer service & sales would be an asset.
- Schedule Flexibility for some weekends at tradeshow.
- Willingness to learn and take constructive feedback, as well as to provide feedback in a professional and friendly manner.
- Basic computer knowledge. Email, google, etc.
- Experience with livestock is an asset.
- Experience in the agricultural industry would be an asset.
- Able to work full time from Monday to Friday, 8am to 4:30 pm, while being punctual.
- Experience with AutoCAD / AutoCAD LT is an asset.



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Initial Role:

Entry Level Sales Representative - \$50-\$60k dependant on experience
Potential Advancement:
Outside Sales Representative - \$70k+ dependant on experience, plus Company Vehicle

Benefits:

On-site parking
After Probationary:
Shared Cost - AD&D, Life, STD<D and Extended Health & Dental
Company Matched RRSP Plan
Potential for educational courses funded by company

Schedule:

8 hour shift
Day shift
Monday to Friday, some weekends required.

Supplemental pay types:

Company Performance Bonus
Christmas Bonus

Experience:

Sales: 2 Years (Required)
Agricultural Industry: 2+ Years (Preferred)
Experience with AutoCAD or AutoCAD LT is an asset

Language:

English (Required)
French (Asset)
Spanish (Asset)
Mandarin (Asset)

Licence/Certification:

Class 5 Licence (Required)

Willingness to travel:

25% (Required)