



NATURESCROPS  
INTERNATIONAL

## **Natures Crops International Sales & Administrative Assistant**

Natures Crops International (NCI), a specialty oils manufacturer and supplier for use in personal care, health supplement, and food industries, has an immediate opening for a permanent, full-time **Sales & Administrative Assistant** at our location in Kensington, PE. The Sales & Administrative Assistant's primary focus is supporting the day-to-day sales and admin activities required by the business. This position reports to and assists the Sales Manager.

Responsibilities and duties will include, but are not limited to:

- Enter leads into CRM system
- Facilitate product sample requests
- Record customer purchase data
- Organize materials for trade shows
- Handle courier shipments
- Answer phone calls, take messages
- Greet visitors
- Collect mail
- Order office supplies
- Prepare bank deposits
- Scanning and filing

This position requires a high level of flexibility and may expand into more sales focused job duties as NCI's business grows and evolves. It is essential that the Sales & Administrative Assistant demonstrates reliability, a high work ethic, organization, good judgment, multi-tasking skills, excellent time management, and attention to detail. This position requires excellent written and oral communication skills, as well as strong problem-solving and decision-making abilities.

The preferred candidate's education and/or experience should include a business focused degree or diploma and/or a minimum of three to five years related work experience, including in-depth knowledge and use of Microsoft Outlook, Excel, and PowerPoint.

NCI offers a competitive salary ranging from \$38,000 - \$45,000 with benefits package. To apply for this position, please submit your resume with cover letter to [jburt@naturescrops.com](mailto:jburt@naturescrops.com) by Friday, July 8<sup>th</sup>. Only those selected for an interview will be contacted.