



Account Coordinator

Location: Toronto, ON

What you will do:

- Actively work with account managers to develop new business and create growth with Univar's current customer base
- Be a secondary point of contact for the customers to ensure requests are reviewed efficiently
- Support the account managers with daily requests pertaining to sample requests, pricing supports, ROGAs, non-conformances, and other
- Assist the account managers with the customers' Annual Reviews
- Work with internal staff to ensure Univar delivers exceptional customer service
- Initiate cost work-up requests as needed
- Provide the Purchasing team with customer specific forecasts as needed
- Update quotes to deliver pricing information to customers
- Work with the Technical Services team to prepare Sample requests
- Liaise with Product Management to share information with customers
- Other duties as required

What you will require:

- College diploma or University degree (chemistry, sales) and two (2) years' experience in sales is required
- Must have very strong organizational skills and the ability to work independently, demonstrates initiative and possess strong written and oral communication skills
- Must be proficient in Microsoft Office Suite (specifically Excel, Outlook, Word, and PowerPoint)
- Must work well under pressure and be able to prioritize and multitask

How do I apply?

Please send your resume and cover letter in Word or PDF format to toronto.hr@univarcanada.com . Please indicate the job title and location (Account Coordinator – Toronto) in the subject line of your email. Please note that candidates are subject to background and reference checks. Thank you for your interest in Univar.

About Univar

Univar Canada is the leading distributor of chemistry and related innovative products and services in Canada. We provide more chemical products and related services than any other company in the marketplace. Our wide distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers.

Safety is our first priority, both the starting point and foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: www.univar.com.