

Account Coordinator – 18 month contract

Location: Edmonton, AB

Job ID Number: ACEDM1904

At Univar, we believe our culture is second to none. Imagine the stability of a multi-national corporation, with the comradery of a start-up. We foster a friendly, welcoming, high-performance environment where every idea and initiative is given the respect and attention it deserves. We're proud to offer our employees:

- Competitive salaries
- Comprehensive Medical/dental benefits
- Industry leading pension plan
- Bonus opportunities
- Paid training and development programs at every level
- Global career advancement and mentoring opportunities
- Education allowance

Our team is successful due to our mix of diverse backgrounds, education, experience and careers, and we are proud to be included on the Alberta Top 75 Employer list and a recipient of Canada's Safest Employer award!

About the position

Reporting to the Sales Manager, the Account Coordinator is a key member of our Sales team and is directly responsible for our key customers' experience with Univar Solutions. If you are looking for a challenging role in a team orientated environment and a fast paced organization this is the job for you!

What you'll do

- Price and Margin Analysis
- Customer Documentation requests – techLit, COA, SDS etc.
- Sample follow-up both internally and externally
- Manage backorders, inventory, forecast planning, contract quote maintenance, and price support issues.
- Secondary point of contact for key customers to ensure requests/issues are taken care of in a timely manner.
- Implementation of new products, marketing and sales initiatives.
- Preparation of customer quotations, proposals and KPI reports.

What we would like from you

- University degree or two (2) years specialized training in a related field (i.e.: chemistry or sales)
- Strong organizational, computer and clerical skills
- Effective written and verbal communication skills.
- Self-motivated and able to work within company policy where experience and independent judgement is demonstrated

What do we do?

Univar is a leading global chemical distributor of industrial and specialty chemicals, food ingredients and related products and services. Our wide Canadian distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers. Across North America, Europe, the Asia-Pacific region, and Latin America, our nearly 9,000 employees serve over 100,000 customers, representing nearly every major industry and a highly diverse set of end markets.

Safety is our top priority, the 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

Sounds awesome? Here's how you apply:

Please send your resume and cover letter in Word or PDF format to univarjobs@univarcanda.com. Indicate the job identification number in the subject line of your email. Please note; all candidates are subject to background and reference checks. Although we appreciate all applications, only those selected for an interview will be contacted. Thank you for your interest in Univar.