



**Synergy Semiochemicals Corporation**

7572 Progress Way  
Delta, BC, V4G 1E9 Canada

[www.semiochemical.com](http://www.semiochemical.com)

**Forest Pest Semiochemical Products - Inside Sales Associate**

**Job Description:**

A small Delta, BC based semiochemical manufacturing/R&D company is seeking a full time, permanent Customer Service Associate. We are a vibrant, growing company producing innovative 'green' natural product-based tools to monitor or mitigate forest pests and invasive species.

Put your science knowledge to work with lots of opportunity to grow and expand with us, please apply as instructed below.

**Duties include:**

- Answering phones for general and sales enquires
- Preparing quotations and orders for clients
- Coordinating client orders with internal production staff
- Maintaining sales reports
- Educating clients and lay people about our products via phone and email
- Liaising with researchers and scientists in person at scientific meetings
- Other administrative tasks as required

**Qualifications:**

- Post-secondary education: BSc. or higher in a science discipline such as biology, chemistry, forestry, entomology, pest management
- Some experience in customer service and sales in a small business environment.
- Accurate keyboard skills.
- Superior telephone demeanor
- Excellent English, oral and written.
- Proficiency in MS Word and Excel.
- Good organizational and time-management skills.

**Additional Skills / Qualifications**

- Some knowledge of Quickbooks accounting software is desirable
- Some knowledge of forest insect chemical ecology is desirable
- Entrepreneurial attitude

This job requires a team player, positive attitude to learning, and customer service skills with references. The candidate would work 37.5 hours per week and Mon - Fri 8:30 am - 4:30pm. Salary is commensurate with experience.

Reply with your qualifications and your salary expectations to [david@semiochemical.com](mailto:david@semiochemical.com) no telephone calls please...

We thank you for your application and will only contact applicants that are to be interviewed.