



Sheridan Nurseries

Employment Opportunity

Sheridan Nurseries **Head Office** is actively searching for the following key position

Business to Business Office Coordinator

Position Summary

The primary purpose of this role is to manage the staff responsible for ensuring that all sales support activities and customer contact functions satisfy both the financial objectives and Sheridan customer service standards.

Accountabilities

- Support Sales Representative activities ensuring that sales representatives needs and deadlines are met.
- Ensure all customer orders and servicing requirements are satisfied.
- Achieve all requirements and standards for accuracy, turnaround time and professionalism.
- Prepare all sales reports according to deadlines.
- Prepare the primary analysis of sales results to support the Sales Manager and the achievement of business objectives.
- Monitor and coach staff and fulfill performance management activities to ensure optimal productivity and skill development.
- Conduct the review and analysis of processes and procedures to identify opportunities to streamline and improve efficiency, servicing and controls.
- Document existing processes and update for improvement.
- Participate in Bi-weekly meetings to ensure adequate information exchange, communications and awareness of issues and priorities.
- Coordinate the logistics of trade show schedules.
- Communicate with customers, employees and other individuals to answer questions, disseminate or explain information, take orders, and address possible complaints.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Review files, records, and other documents to obtain information to respond to requests.

Skills Required

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Time management-managing one's own time and the time of others.
- Service orientation.
- Organizing, planning and prioritizing work.
- Self starter.
- Deductive reasoning.
- Communicating with supervisors, peers and others-providing information by telephone, in written form, e-mail, or in person.
- Communicating with people outside the organization, representing the organization to customers, the public, government or other external sources. This information can be exchanged in person, in writing, by telephone or e-mail.
- Establishing and maintaining interpersonal relationships.
- Enterprising-starting up and carrying out projects.
- Independence-developing one's own ways of doing things, depending on oneself to get things done.
- Stress tolerance-accepting criticism and dealing calmly and effectively with high stress situations.

Apply to:

Jim MacLeod

Sheridan Nurseries, 12302 10th Line, Georgetown ON L7G 4S7

Fax: 905-873-2478

E-mail: hr@sherdannurseries.com

Only those candidates selected for an interview will be contacted.

GARAGE SALE

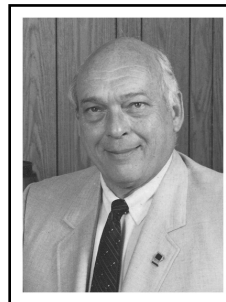
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HARRIS, Gerald Blake

It is with deep regret that the family of Gerald Blake Harris announces his death on Tuesday the 5th of July 2011 at the Queensway Carleton Hospital, Ottawa. He is survived by his devoted wife of 53 years, Marlene Harris (nee Richter) originally from Kitchener, and his five children Jeffrey (Marisol), Stephanie (Robert Lalonde), Suzanne (Randy Ruttan) of Kingston, Craig (Maureen) of Georgetown, Mark (Jenepher), as well as his twelve grandchildren, Samuel, Emilie, Joseph, Meghan, Liam, Ewan, Virginie, Léon, Madeline, Aidan, Jakob and Harris. Blake was born in Regina, Saskatchewan on March 28, 1933 and moved with his parents, Charles and Margaret Harris to Sarnia, Ontario. He received his secondary education at Albert College in Belleville, Ontario. He graduated from the University of Western Ontario in London with his undergraduate degree and subsequently obtained his Bachelor of Education from McMaster University in Hamilton. Blake had a lifelong passion for, and involvement with, education and athletics. He served 33 years with the Ottawa Carleton District School Board; his last two positions as Principal of South Carleton and then Merivale High School. The family extends our sincere gratitude to the outstanding nurses on the 4th floor at the Queensway Carleton Hospital and would appreciate if memorial donations can be made to the hospital or to the Education Foundation of Ottawa (charitable #823738349 RR001). A celebration of Blake's life for family and friends will take place on Thursday, July 21st from 4 to 8 pm at 13 Grouse Avenue, Nepean.

RICHARDSON, Jackie (nee Harlow)

Peacefully, surrounded by her family, on Saturday July 9th, 2011 at her home in Arthur, Jackie, in her 69th year, beloved wife of Bill Richardson. Predeceased by her parents Jack and Marg Harlow and survived by her step-father Ken Tarzwell. Loving mother of Robin (Kevin), Kim (Trevor), Jo (Duane) and Laura (Richard). Cherished and loved grandmother of Valeisha, Justine, Jamie, Kyle, Taylor, Blair, Darren and the late Johnathan. Fondly remembered by her extended family Wendy, Mike, Cory and Glenn and Sylvie and Karine. Sister of Gord Harlow. Friends will be received at the J.S. Jones & Son Funeral Home, 11582 Trafalgar Road, north of Maple Avenue, Georgetown 905-877-3631 on Tuesday from 2-4 and 7-9 pm. Funeral and committal service will be held in the chapel on Wednesday July 13th, 2011 at 11:00 am. Cremation to follow. In memory contributions to the Weekend To End Women's Cancers or the Georgetown Hospital Foundation would be appreciated. To send expressions of sympathy, visit
www.jsjonesandsonfuneralhome.com

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