

Sales Operations Specialist – Job Description

“Join us in building Careers and shaping Experiences Beyond the Box”

About Us

At Atlantic Packaging, every box tells a story and yours begins here. As a proudly Canadian-owned company with over 80 years of excellence in the corrugated packaging industry with operations within North America (Ontario, Quebec and United States), we're committed to sustainability, customer excellence and community impact. Since 1945, we've supported local jobs and built a legacy of trust with our clients and team members. At Atlantic, your ideas matter, your growth is supported and your work makes a real impact.

The Opportunity

We are looking for a Sales Operations Specialist responsible for estimating activities and managing and supporting the internal sales order process of the pre-print division. This role will report into the Director of Sales Operations.

What You'll Do

- Create and manage pre-print estimates
- Maintain estimating procedures and policies
- Keep estimating data and prices up to date in RTS
- Update and implement price increases as directed
- Review and update freight and shipping costs
- Work with shipping for inventory accuracy and movement
- Back up paper purchasing, shipments and planning
- Update and implement paper grade changes in RTS
- Work with Sales to ensure an Exceptional Customer Experience Always
- Work with Customer service to obtain accurate information for estimating
- Work with Customer Service to manage finished goods inventory at required levels
- Participate in inventory counts and audits
- Other duties as required

What you Bring

- Bachelor's degree in a related field or equivalent education, training and experience
- Packaging Industry experience required
- Excellent analytical, interpretive and problem-solving skills combined with excellent computer skills
- Intermediate to Advanced Excel knowledge required Strong verbal and written communication skills and attention to detail
- Ability to effectively manage multiple tasks and priorities
- Excellent organizational skills and ability to meet deadlines
- Strong mathematical skills

What We Offer

- Comprehensive health, dental and vision coverage (dependents included)
- Teamwork-focused culture with sustainability initiatives and social events
- A culture of appreciation through a point-based recognition

- Opportunities for advancement and internal movement
- Education assistance for continuous skill development
- Academic scholarships for employees' children
- Safety equipment and PPE support program
- Retirement savings and wellness initiatives
- Employee Assistance Program (EAP)

Inclusion and Accessibility

Atlantic Packaging is committed to fostering an inclusive, accessible and respectful environment for all candidates. If you require accommodation during the hiring process, please contact our Talent Acquisition team—we're here to support you.

We sincerely thank all applicants for their interest in joining Atlantic Packaging. While we appreciate the time and effort invested, only those selected for an interview will be contacted.

Please note

Candidates who are 18 years or older are required to complete a criminal and background check. Details will be provided through the application process.

Please share resume to: Revathi Viswanathan

E: revathi_viswanathan@atlantic.ca

W: www.atlantic.ca

Deadline June 5