

Inside Sales Representative
Rehill Building Supplies
Peterborough Ontario
(File Reference: ISR-2018)

On behalf of our Client, a successful Construction Industry supplier and consumer retailer, we are pleased to be conducting a search for an Inside Sales Rep, at their Peterborough location. Entering their milestone 140th year of business, **Rehill Building Supplies** is a regional leader in the supply of masonry, natural stone, landscaping materials, insulation, drywall and much more.

Reporting to the Branch Manager, this position will promote/sell/secure orders from contractors and do-it-yourselfers through a relationship-based sales approach. The Sales Rep will assist customers in making purchase decisions, efficiently processing sales transactions and ensuring that the customer has everything required to complete their project on time. The incumbent will also prospect potential customers and identify new sales opportunities from existing customers.

KEY PERFORMANCE MEASURES:

- 1) Achievement of Individual Sales Objectives/Targets.
- 2) Year over Year growth of assigned sales portfolio.
- 3) Number of new prospects / leads by Inside Sales Representatives.
- 4) Contribution to company morale and operational effectiveness.
- 5) Positive attendance record
- 6) Punctuality

DUTIES INCLUDE:

- 1) Greet customers and assess needs and wants of customers to determine proper application and use of building materials.
- 2) Answer customer phone calls to assess needs and wants of customers to determine proper application and use of building materials.
- 3) Process sales/return invoices and accept/disburse cash, cheque, credit card and debit payments.
- 4) Estimate or quote quantities, prices, credit terms, warranties and delivery dates.
- 5) Prepare merchandise for purchase and assist with the display of merchandise and showroom cleanliness.
- 6) Follow-up on new leads, prospects and referrals to generate sales opportunities.
- 7) Develop and maintain existing and potential customer relationships by establishing yourself as a trusted advisor with the customer.

- 8) Penetrate all targeted accounts to maximize sales within existing client base.
- 9) Promote products and services to existing customers and identify and prospect potential customers.
- 10) Work closely with Product Managers to communicate customer needs and market information as required.
- 11) Provide support to Outside Sales Team as required.
- 12) Coordinate and cooperate with shipping staff to ensure prompt and efficient order fulfillment.
- 13) To participate in training and educational events where and when practical to further your knowledge of building materials and their application.
- 14) To become familiar with all of the building materials that Rehill Building Supplies offers to a level of proficiency suitable to safely, confidently and effectively promote and/or recommend the use of said products where applicable.
- 15) Consult with clients after sale to resolve problems, provide ongoing support and determine future sales opportunities.
- 16) Participate in sales meetings and take responsibility for sales initiatives and other assigned action items.
- 17) Perform start of day and end of day tasks as outlined by Management.
- 18) To conduct yourself in a manner which preserves and enhances the image, reputation and integrity of the Company and its employees with customers, the community and the industry.
- 19) Perform Inventory duties as required and on an annual basis.
- 20) Participate in marketing events such as seminars, trade shows and demonstrations.
- 21) Other duties as may be required.

QUALIFICATIONS INCLUDE:

- ✓ A College Diploma, Certificate or Grade 12 education with relatable experience
- ✓ Must have demonstrated problem solving abilities.
- ✓ Must be confident, persistent, adaptable and possess solid sales and negotiation skills.
- ✓ Demonstrated initiative, good judgment, integrity and stability in executing duties.
- ✓ Must have excellent interpersonal and communication skills to effectively interact with customers, vendors, employees and management.
- ✓ Must be organized, have effective time management skills and work well under pressure.
- ✓ Must be proficient working within a MS Windows environment, including MS Word, MS Excel and MS Outlook.
- ✓ Excellent oral and written communication skills.
- ✓ Good mathematical skills.
- ✓ Must be able to maintain a professional appearance and provide a positive company image to the public.

- ✓ Demonstrated excellent attendance record.

Our Client offers competitive total compensation including competitive salary and incentives, group benefits, and the opportunity for career development over the long-term for well qualified and motivated candidates.

For further position details and consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Recruiting Manager

SHRP Limited

www.savinohrp.ca

hr@savinohrp.ca

All Applications treated confidentially. While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).
