

Inside Sales Representative
Construction Materials & Supplies - Wholesale Distributor & Retailer
Peterborough, Belleville, Cobourg, 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 **Inside Sales Representatives** for branches in Peterborough, Belleville and Cobourg. These are full-time positions, reporting to the Branch Manager

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 and punctuality

DUTIES INCLUDE:

- 1) Greeting customers/answering customer phone calls to assess needs and wants of customers to determine proper application and use of building materials.
- 2) Process sales/return invoices and accept/disburse cash, cheque, credit card and debit payments.
- 3) Estimate or quote quantities, prices, credit terms, warranties and delivery dates.
- 4) Prepare merchandise for purchase and assist with the display of merchandise and showroom cleanliness.
- 5) Follow-up on new leads, prospects and referrals to generate sales opportunities and maximize sales within existing client base.
- 6) Develop and maintain existing and potential customer relationships by establishing yourself as a trusted advisor with the customer.
- 7) Work closely with Product Managers to communicate customer needs and market information as required.
- 8) Provide support to Outside Sales Team as required and coordinate and with shipping staff to ensure prompt and efficient order fulfillment.
- 9) Participate in sales meetings, trainings and educational events
- 10) Develop product knowledge to be able to safely, confidently and effectively promote and recommend products.
- 11) Consult with clients after sale to resolve problems, provide ongoing support and determine future sales opportunities.
- 12) Perform Inventory duties as required and on an annual basis.

13) Other duties as may be required.

QUALIFICATIONS INCLUDE:

- ✓ Must be confident, persistent, adaptable and possess solid sales and negotiation skills.
- ✓ 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.
- ✓ Good mathematical skills.
- ✓ Must be able to maintain a professional appearance and provide a positive company image to the public.

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).
