



Are you a motivated and results-driven individual with a knack for sales? We're currently seeking a dynamic **Inside Sales Representative** to join our team in Edmonton. This full-time position offers the perfect blend of autonomy and teamwork, where you'll have the opportunity to showcase your sales skills and drive. If you're ready to take your sales career to the next level in a supportive and rewarding environment, we want to hear from you!

As the first point of contact for our clients which include general contractors, home builders, drywall, roofing and insulation contractors as well as the general public, the Inside Sales Representative will demonstrate our culture and values, while educating customers on our products in order to create an efficient and helpful customer experience.

## **DUTIES AND RESPONSIBILITIES**

### Customer Service

- Greet walk-in customers and answer sales calls
- Provide assistance to customers through quoting and ordering process
- Produce packing slips for pick-up, delivered, or direct transactions
- Advise customers on use and care of merchandise
- Maintain customer files
- Execute the CRM process

### Showroom

- Keep up to date with new products and design showroom for client purchase optimization
- Accept payment as outlined by Sales Policy and Procedure Manual
- Organize showroom merchandise
- Review stocking levels and ensure quantity is reasonable
- Complete opening and closing tasks
- Attend and present updates at sales meetings, where applicable
- Additional duties that may be assigned by the Sales or Branch Manager

## **SKILLS AND QUALIFICATIONS**

- High school diploma
- Sales experience and/or experience in the building supply industry is an asset.
- Quick learning capabilities.
- Excellent customer service.
- Excellent communication (both verbal and written), presentation and negotiation skills are required.

## **WHAT'S IN IT FOR YOU?**

- Base salary + Commissions
- Comprehensive benefits plan
- Company matching RRSP plan
- Opportunities for professional development
- Education reimbursement
- Employee discount