



## **INSIDE SALES - DOMTEK**

The inside sales representative will be responsible for providing exceptional customer service, order entry, customer quotes and providing coordination for deliveries and customer pick-ups. This position reports to the Operations Manager and Controller. This position will work with various other staff relating to the Shipping, Accounting and Sales departments.

### **WHAT WE CAN OFFER YOU:**

- Great work environment / team
- Above average wage
- Additional compensation benefits

### **WHAT YOU WILL DO:**

- Engage with customer to facilitate excellent customer service and attention
- Receive, analyze and coordinate activities related to the reception of orders.
- Communicate directly with customers to provide accurate information regarding the status of their orders, estimates and delivery schedules • Address and resolve customer concerns/questions as needed; provide quality customer service
- Coordinate with the plant for production
- Coordinate delivery and or pick up of customer orders with operations team.
- Input orders and estimates into Great Plains software

### **WHAT YOU WILL NEED:**

- Strong customer service skills and the ability to work with all types of people.
- Must have strong computer skills using MS office and Great Plains software.
- Excellent communication skills required (written, oral and listening).
- Ability to read and understand building plans and perform material take-offs when required
- A valid driver's license and vehicle will be required
- 

### **APPLY TODAY!**

To apply for this opportunity, please send your cover letter and resume to Rob, at West-Can HR, email [rob@westcanhr.com](mailto:rob@westcanhr.com). For more information about this position, or for a detailed job description, call our office at 204-727-0008.

Only the applicants who are selected for further consideration will be contacted. We thank all jobseekers for their interest and potential application.



### **WHY SHOULD YOU WORK FOR OUR CLIENT?**

Further information about our client, the employer, will be shared with candidates who are being considered for the role. If you are interested in this opportunity, we encourage you to apply, we look forward to reviewing your resume.

### **ABOUT WEST-CAN HR**

Our team of Recruiters and HR Professionals are experts at matching jobseekers with career opportunities. Our goal is to connect with jobseekers and support their job search by utilizing our community connections and Jobseeker Network.

If you apply for this position and are selected for further consideration, this is our process:

1. We screen applicant resumes based on the required qualifications for the role.
2. We contact qualified individuals that are part of our Jobseeker Network to share the opportunity with them.
3. If selected, you will meet with the Lead Recruiter so we can learn more about you, your work experience, skills, and qualifications.
4. The top candidates are presented to the employer for selection. From there, we support the interviewing and hiring process.