

# OPPORTUNITY



## INTERNAL SALES REPRESENTATIVE

### Bearing & Power Transmission

**Date of posting:** May 25, 2010

**Reports to:** Branch Manager

**Work place:** Ottawa, ON

### Summary

Our Ottawa branch is currently seeking candidates to fill a position of Internal Sales Representative. In this position, the incumbent has the responsibility of serving clients, taking phone orders and demonstrating the advantages of our products and services. He must also prepare quotation and inform customers of our products and services.

### Tasks & Responsibilities

- Serve customers and take orders over the phone;
- Place orders with suppliers and enter orders in the computer system;
- Answer basic technical questions;
- Identify samples at the counter as well as goods returned by customers;
- Make sure the time of delivery is respected;
- Follow-up on quotations and back orders;
- Prepare the required documents for supplier returns;
- Help with general warehouse work;
- Any other related tasks.

### Skills

- 1-2 years experience in a similar position is an asset;
- Bearing and power transmission product knowledge;
- Basic MS Office knowledge (Word, Excel, Outlook);
- Good interpersonal skills;
- Bilingual, English and French (written and spoken);
- Knowledge of hydraulics and/or pneumatic, an asset;
- Positive attitude when interacting with customers;

***Anyone interested in this position must submit his or her resume to the attention of Brenda Nairne by email at [bnairne@kinecor.com](mailto:bnairne@kinecor.com) or by fax at 613-744-8853.***