

OPPORTUNITY



INTERNAL SALES REPRESENTATIVE

Hydraulic components

Date of posting: July 5th, 2010

Reports to: Branch Manager

Work place: Lachine, QC

Summary

Our Lachine 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;
- Any other related tasks.

Skills

- 1-2 years experience in a similar position is an asset;
- Product knowledge of Hydraulics;
- Basic MS Office knowledge (Word, Excel, Outlook);
- Bilingual, English and French (written and spoken);
- Good interpersonal skills;
- Positive attitude when interacting with customers

Anyone interested in this position must submit his or her resume to the attention of the Human Resources by email at hr@kinecor.com or by fax at 514-636-7586.