Convoy Supply
Construction Materials

Administration Office: 8183 130 Street Surrey, BC, Canada V3W 7X4
Telephone: 604.591.5381 Fax: 604.572.7476 Website: www.convoy-supply.com

Position: Inside Sales Representative

Location: Edmonton, AB

Full-time 40h/week

Objectives

The Inside Sales Representative is a pivotal position and is responsible for a variety of job functions. This role requires a person who is self-motivated and enjoys the role of meeting new people and of sales. This person is the main contact point and is an important representative of our company.

Job Duties

- Excellent customer service
- Experience with building/construction supply materials an asset
- Ability to learn proprietary software systems
- Organized and detail oriented
- Quick learner
- Ability to communicate with a diverse clientele group

Qualifications

- Minimum 2 years of experience in service, hospitality or building supply industry
- Excellent written and verbal skills
- Must be able to read, write and speak English
- Basic computer skills in Outlook, Word and Excel
- Experience with customer service
- Ability to attend work on a regular basis and to work extended hours when required
- Lifting up to 50 lbs. will be required occasionally

We offer a competitive salary and benefits package. If you wish to have a career in a fast paced industry, join our team!

All interested candidates can email their resume to : hiring@convoy-supply.com.