

## **Inside Sales Representative**

We are currently seeking an Inside Sales Representative to join our team working in our Ottawa, ON Branch. We offer a competitive salary and benefits package, including a group *RSP*; *if you wish to have a career in a fast paced industry – join our team!*

### **Job Summary**

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

### **Qualifications**

- Minimum of 2 years 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 50lbs. will be required occasionally

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.