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INSIDE SALES REPRESENTATIVE (NOC:64100)

Posted by: Arc Plastics Inc.

Posting date:02-Jul-2024 **Closing date:** 29-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Elk Point

Salary: \$16.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 3

Job Type: Full Time

Job id: CAJ6739439

Job description:

INSIDE SALES REPRESENTATIVE (NOC:64100)

Posted on by Arc Plastics Inc. on July 2, 2024

JOB DETAILS

Location

Elk Point, AB T0A 1A0

Salary

\$16.50 hourly / 40 hours per Week

TERMS OF EMPLOYMENT

Permanent employment

Full time

Shift

Day, Weekend

Start date

Starts as soon as possible

Vacancies

3 vacancies

OVERVIEW

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

Work site environment

Air conditioned

Work setting

Business office

RESPONSIBILITIES

Tasks

- Prepare sales, rental or leasing contracts
- Operate computerized inventory record keeping and re-ordering systems
- Provide advice about merchandise
- Perform data entry
- Provide customer service

- Conduct sales transactions through Internet-based electronic commerce
- Estimate or quote prices, credit or contract terms, warranties and delivery dates

ADDITIONAL INFORMATION

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Repetitive tasks
- Sitting

Personal Suitability

- Adaptability
- Analytical
- Collaborative
- Efficiency
- Goal-oriented
- Positive attitude
- Quick learner
- Dependability
- Efficient interpersonal skills
- Flexibility
- Organized
- Reliability

- Team player
- Excellent oral communication
- Accurate
- Client focus
- Initiative
- Judgement
- Ability to multitask
- Punctuality
- Honesty

WHO CAN APPLY TO THIS JOB?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

Direct Apply

By applying directly to Job Bank (Direct Apply)

By email

arcplastics-jobs@post.com