



## **Sales Representative (Business Services)**

**Posted by:** Just Order Enterprises

**Posting date:** 16-Jan-2026      **Closing date:** 15-Jul-2026

**Education:** Secondary

**Language:** English

**Job location:** Burnaby

**Salary:** \$34 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3418604

### **Job description:**

Sales Representative (Business Services)

**Employer:** Just Order Enterprises

**Location:** Burnaby, British Columbia

**Employment Type:** Full-time, Permanent

**Hours of Work & Wage:** 40 hours per week, \$34.00 per hour.

**Start Date:** As soon as possible

**Number of Vacancies:** 1

## About the Company

Just Order Enterprises is a dynamic and customer-focused business services provider specializing in delivering high-quality solutions to clients across the Lower Mainland. We are committed to exceptional service, professional excellence, and fostering a supportive work environment.

## Position Overview

We are seeking a motivated Sales Representative – Business Services to join our team. The successful candidate will be responsible for generating revenue through effective sales strategies, preparing and managing sales contracts, and maintaining strong client relationships.

## Key Responsibilities

- Identify and solicit potential clients to promote company services.
- Prepare accurate estimates and quotes, including pricing, contract terms, warranties, and delivery expectations.
- Oversee preparation of sales contracts and ensure accuracy.
- Follow up with clients after sales to provide ongoing support and service.
- Maintain accurate records of sales activities and client interactions.
- Utilize electronic mail and MS Office applications to support sales operations.

## Required Qualifications

### Education:

- Secondary (high) school graduation certificate or equivalent.

### Experience:

- Minimum 1 year to less than 2 years of experience in sales or related field.

### Skills & Abilities:

- Strong interpersonal and client-focused communication skills.
- Excellent organizational and time-management skills.
- Proficiency in Microsoft Office and email communication.
- Ability to work independently and as part of a team.
- Customer service-oriented, professional demeanor.

## How to Apply

Qualified candidates should submit their resume and cover letter outlining relevant experience to [chloezhao@fantuan.ca](mailto:chloezhao@fantuan.ca)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [chloezhao@fantuan.ca](mailto:chloezhao@fantuan.ca)**

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