



SALES ASSOCIATE | JOB DESCRIPTION

We are a growing company started in 1987 in the promotional industry based in Red Deer who are urgently looking for a gifted and motivated Sales Associate to join our team..."

JOB OBJECTIVE:

Reporting directly to the Sales Manager this person is detail oriented, organized, with strong people skills and can work in a fast paced environment with deadlines. The successful applicant will also be comfortable on the phone and will be required to make calls to our clients as well as answer inbound calls. Working to assist the sales team to achieve customer satisfaction second to none within the industry, in line with our company vision and values.

RESPONSIBILITIES:

- Responsible for fostering strong customer relationships. Cold calling is strongly encouraged to be successful.
- Maintains accurate records of all sales including entering of sales into software and follow-up activities with customers as required in a timely fashion.
- Extremely attentive to detail and accuracy.
- Capability to accept responsibilities and accomplish project objectives in a timely manner.
- Fluent English speaking and writing skills, ability to communicate effectively and ask for clarity when necessary
- Adheres to all company policies, procedures and business ethics with strong communication.

RELATIONSHIPS AND ROLES:

- Maintain contact with customers within the market to ensure superior customer satisfaction.
- Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity.
- Maintain professional internal and external relationships that meet company core values.
- Proactively establish and maintain effective working relationships. Must be a team player and easy to work with.

JOB SPECIFICATIONS:

Strong understanding of what superior customer service means.

Proven capabilities with current computer software programs; Word, Excel, Power Point, Outlook

This will be a full time position that will operate within business hours Monday to Friday, offers full benefits after 6 months. The ideal candidate will demonstrate a high level of integrity, be self-motivated and resourceful while displaying excellent organizational and interpersonal skills. If you're enthusiastic, accountable, dedicated and goal oriented this is the job for you.

Email: careers@getitattbs.com

Website: www.getitattbs.com/careers