



Wednesday, March 10, 2010

POSTING

We wish to advise you of our need to fill the following sales position:

Position: Inside Sales Representative

Salary: To be determined

Closing Date: March 19, 2010

Responsibilities:

This position is responsible for completing the sales process by taking the final orders and answering customer inquiries in both official languages. This can include: soliciting by telephone, selling and closing the sales; answering customer inquiries on products, installation, distribution, prices and delivery dates; calculating jobs (# of sheets, accessories); recommending materials and accessories. Also included are: verifying and correcting invoices and order entries; gathering information for new customer evaluations; credit notes and incident reports; complying with company rules, regulations and policies; and performing other duties as required. This position typically reports to the Inside Sales Supervisor.

Necessary Qualifications:

- College or University degree.
- Bilingual in French and English (Written & Spoken);

Desirable Qualifications:

- Customer Service
- Knowledge of Ideal Roofing's product line and prices;
- Original and independent thinking is required to deal with diverse, difficult and complex interpersonal issues.