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????? Sales Manager

Hiring organization
INTS Consulting ?????????

Employment Type
Full-time

Job Location
Markham, ON

Working Hours
8 Hours Shift

Base Salary
$ 15 - $ 19

Date posted
2022?7?8?

Description

We are hiring for a Sales Manager position in our Markham, Ontario, Canada Office. The Sales Assistant will provide key administrative assistance to our Sales Team.

Responsibilities

· Process orders in timely manner, generate reports, and manage forecast.

· Review pending orders and customer request to ensure customer satisfaction.

· Follow up with customers and provide troubleshooting assistance for orders, account statuses.

· Assist customers when sales representatives are unavailable.

· Handle administrative duties for sales executives and managers.

· Participate in sales related activities including vendor trainings and weekly meetings.

Qualifications

· Bachelor Degree

· Good communication skills, verbal and written.

· Strong analytical, organizational and time management skills.

· Must be self-motivated, driven and have great work ethic.

· Knowledge of IT Technology preferred, but not required.

· Proficient in Microsoft Office (Excel, Word, Outlook).

· Situational and critical thinking skills are a must.

Job Benefits

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Paid time off
- Vision care

Contacts

Send your resume to intsconsulting.hr@gmail.com