

???????? Sales Manager

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.
- \cdot 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

Hiring organization

INTS Consulting ???????????

Employment Type

Full-time, Part-time

Job Location

Ontario

Working Hours

8 Hours

Base Salary

\$ 20 - \$ 22

Date posted

2023 ? 3 ? 22 ?]