



https://intscanada.com/job/%e7%94%b5%e8%84%91%e4%be%9b%e5%ba%94%e5%95%86/

Sales Assistant

Description

We are hiring for a Sales Assistant 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

- High School diploma.
- 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

Job Location

Markham, ON

Working Hours

8 Hours Shift

Base Salary

\$ 15 - \$ 19

Date posted

20220310