

https://intscanada.com/job/%e7%94%b5%e8%84%91%e9%9b%b6%e4%bb%b6%e4%be%9b%e5%ba%94%e5%95%86/

# ???????? 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.
- · 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.
- $\cdot \ \mathsf{Proficient} \ \mathsf{in} \ \mathsf{Microsoft} \ \mathsf{Office} \ (\mathsf{Excel}, \ \mathsf{Word}, \ \mathsf{Outlook}).$
- $\cdot$  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 <a href="mailto:intsconsulting.hr@gmail.com">intsconsulting.hr@gmail.com</a>

## 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 ? ]