



Job Description – Inside Sales Representative

Position:	Inside Sales Representative
Reports to:	Sales Manager, Pacific Stone Tile
Salary:	To be negotiated
Schedule:	Tuesday to Saturday

Job Overview

We are looking for a person with a positive attitude who enjoys working in a fast paced environment and understands how important customer service is. The successful candidate will be a proven self-starter who like to takes initiative. He/she will be skilled in developing relationships, assessing customer needs and providing advice on available products while providing unparalleled customer service from the initial greeting to the final sale.

Responsibilities

- Serve as the first point of contact for the Pacific Stone Tile showroom customer walk-ins and call-ins
- Answer and accurately direct customer requests by asking leading questions and pre-qualifying.
- Administer, verify, and communicate accurate and detailed product information to customers.
- Assist customers with design recommendations and solutions.
- Maintain relationships with existing client list; develop new clients through various industry sources.
- Input and maintain accurate information in Sage Business Vision, ACT!, and other software as required.
- Obtain purchase orders and/or deposits in a timely manner.
- Maintain showroom for cleanliness and neatness to ensure a favourable and hospitable setting for all customers.
- Maintain appropriate and accurate records of requests for information and materials.
- Assist Reception with answering incoming telephone calls.
- Other duties as required.

Requirements and Qualifications

- 2-4 years sales experience, preferably in the surfaces or related industry
- Proven sales ability and ability to surpass sales targets.
- Excellent communication skills, both written and oral.
- Self-motivated and able to work as a team.
- High level of enthusiasm.
- Working knowledge of Microsoft Office Suite
- Knowledge of ACT! Software is an asset.

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties.

Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.