

**JOB POSTING: INSIDE SALES CONSULTANT**

**START DATE: TBD**

**TERM: FULL-TIME PERMANENT, SALARY**

**WAGE: DEPENDENT ON QUALIFICATIONS**

**Job Description & Responsibilities**

**Key Skills and Competencies:**

1. Should have inside or outside sales experience preferably in a manufacturing or industrial wholesale distribution environment.
2. Proficiency with the following computer software: Microsoft Word, Microsoft Excel and Microsoft Outlook. Mid-level ERP (Sage EM/X3 or equivalent) software knowledge preferred. Must quickly adapt to learning new software.
3. Ability to coordinate and execute multiple projects simultaneously with the capacity to work independently, coupled with the ability to plan and perform work with minimal direction or supervision.
4. Excellent problem solving and resolution skills.
5. Excellent planning and organizational skills to include time and priority management.
6. Must be detail oriented.
7. Excellent written and oral communication skills. Proven demonstration of effective and efficient interfacing with all levels of employees.
8. Must demonstrate a proven ability to coordinate, direct and maintain highly confidential work and materials.
9. AutoCAD experience is an asset
10. Experience preparing Export shipping documentation is essential
11. Flexible and willing to work additional hours when required.

**Responsibilities and Accountabilities:**

1. Prepare quotation or bid from customer provided specifications to include product style, size, configuration, delivery point, etc.
2. Prepare quotations for domestic and international shipments.
3. Liaison between customers, operations, suppliers, outside sales and third-party inspectors for the attainment and fulfillment of sales orders.
4. Troubleshoot customer complaints and problems with orders to ensure internal compliance with company policies and procedures in addition to providing the highest level of customer service.
5. Responsible for expediting back ordered materials when needed.
6. Enter sales orders into the computer system.
7. Acquiring the appropriate approvals for low margin jobs prior to the submittal of a quote or bid.
8. Coordination in conjunction with purchasing of stocked items to meet customer delivery terms.

**Personal Protective Equipment Requirements:**

1. Safety footwear required when in shop area - CSA Approved (Grade 1 - Green Triangle).
2. Safety eyewear required when in shop area.

**SEND RESUME TO: [mikeb@trianglefluid.com](mailto:mikeb@trianglefluid.com)**