



Career Opportunities

Inside Sales Representative

Responsibilities

The Inside Sales Representative is responsible for supporting sales activities of the outside sales representatives and electrical distributors

Duties

- Accurate specification interpretation, quotation and technical support, timely communication with customers, and manufacturers to facilitate issue resolution.
- Pro-active identification of sales potential and follow-up to secure orders.
- Provide on-going customer service with minimal supervision and direction.
- The Inside Sales Representative will utilize a combination of customer and distributor support techniques to achieve orders and sales objectives for STL Lighting
- Provide technical support on products and services to customers, including application, technical and pricing assistance.
- Provide assistance to outside sales representatives and distributors with the order entry, shipping and delivery schedules
- Build relationships with distributors and customers to enhance long term business prospects.
- Prepare sales quotations based on customer requirements and expectations.
- Assist outside sales representatives with quotation follow-up and securing of orders.

Skills/Education

- Secondary school education (minimum), diploma in postsecondary related discipline preferred
- Computer literacy, advanced knowledge of Microsoft Office.
- Basic knowledge of electricity and understanding lamp technology
- Experience with AutoCAD an asset
- Experience with AGI a definite asset
- Excellent communication skills
- Self-starter and ability to quickly learn new software programs such as "DataBase Oasis".
- Accounting ability helpful
- Self-motivated, organized, independent individual with a strong ability to prioritize.
- 1-3 years industry experience in the lighting or electrical field beneficial