

Main Branch

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**Cambridge Branch**

30 Goddard Crescent
Cambridge, ON
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ACOUSTICAL TILE - DRYWALL PRODUCTS - METAL SUSPENSION SYSTEM - STEEL STUDS - INSULATION

Inside Sales Representative

Hewson Brothers is seeking an inside sales representative to develop sales opportunities by maintaining a high level of customer satisfaction, identifying potential accounts, soliciting new accounts, building rapport, providing technical information and explanations, and preparing quotations.

The candidate may choose to work out of either or both locations.

Job responsibilities:

- Receive and process orders to fulfillment, communicating expected delivery date
- Develop accounts by checking customer's buying history, suggesting related and new items, and explaining technical features.
- Work closely with outside sales team coordinating customers' orders and deliveries, communicating potential sales leads
- Maintain inventory levels and processing customer orders by purchasing from vendors
- Update job knowledge by studying new product descriptions and participating in educational opportunities.
- Accomplish department and organization goals by accepting ownership for new and different requests.

Qualifications / Skills:

- General knowledge of building supplies
- Strong organizational, analytical, and problem-solving skills
- Excellent communication, computer, and interpersonal skills
- Must be dependable, and must perform duties with professionalism and integrity
- 3 to 5 years of industry sales experience preferred