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## **Inside Sales/Customer Service**

Code Electric Ltd. - Port Coquitlam, BC

**Code Electric is a manufacturer of Electrical Enclosures, Cable Tray and Custom Products We are looking for a dynamic, positive and self-motivated individual to join our inside sales and customer service team in an entry level position. We are willing to train if you have a positive "can do attitude" and good communication and computer skills. At Code we focus on providing an excellent customer service experience as well as a great work environment with future growth opportunities. T**

### **Job Description**

- **Order Entry using an ERP system**
- **Prepare quotations and pricing for customers**
- **Answer incoming calls and provide product availability and schedule information**
- **Tracking orders to ensure timely delivers**
- **Establish and maintain a strong rapport with customers**
- **Collaborate with outside sales to assist with sales growth**

### **Desired Skills and Experience**

- **Excellent communication and inter-personal skills**
- **Ability to accomplish multiple tasks simultaneously with speed and accuracy.**
- **Working knowledge of Microsoft Office (Word,Excel,Outlook) & ERP System an asset**
- **Ability to work well independently and part of a team**
- **Honesty, reliability and a positive attitude are a must**
- **English language proficiency**

**Benefits Include 100% Company Paid MSP, Extended Health & Dental Premiums as well as a River view with great walking and biking trails right outside our front door.**

Job Type: Full-time

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Required education:

- **High school or equivalent**