

# CASCADIA SALES

## MANUFACTURERS REPRESENTATIVE

Job Posting: **Inside Sales**

Date: Dec 6th, 2021

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Cascadia Sales is a growing electrical & lighting manufacturers representative currently seeking a **Full-Time Inside Sales** position for our Port Coquitlam office.

### **Responsibilities**

- Handle incoming and outgoing customer telephone and email correspondence in a courteous, timely and professional manner.
- Coordinating purchase orders and align expectations and timelines with our manufacturer and distributor partners.
- Communicate price, availability, shipping & tracking information.
- Build and maintain excellent working relationships with our suppliers and distribution partners.
- Attend educational opportunities in both product knowledge and career skills training.

### **Skills and Qualifications**

- Be willing to learn, adapt and have fun.
- Lighting & electrical knowledge is required.
- Dependable, and a great attitude is a must.
- Diligent organizational and time management skills.
- Ability to work within a team environment.
- Excellent knowledge of Spreadsheet, Word Processing, PDF and Email applications.

Please send your resume to [careers@cascadiasales.ca](mailto:careers@cascadiasales.ca)

We wish to thank all applicants, only those selected for interviews will be contacted.