



## **INTERNAL JOB POSTING – INSIDE SALES REPRESENTATIVE**

Date: April 12, 2021

Job Posting Number: 2021-02

Shift: Day Shift 9:00 a.m. to 6:00 p.m.

Wage: Commensurate with experience

Position: Inside Sales Representative (F/T permanent)

AMI Attachments is a local manufacturer of world-class attachments for construction, mining and forestry equipment, with a vibrant growing team. We offer competitive wages and benefits package, pension matching after 1 year, and in this role you would be an integral part of our friendly, collaborative team environment.

### **JOB SUMMARY**

As an Inside Sales Representative you will be the first point of contact for dealers and customers requesting information & assistance via the phone, emails & the website to ensure a smooth sales process. You will demonstrate excellent customer service skills & professionalism. You will route sales opportunities to the appropriate Territory Managers for further development. The successful candidate will be punctual, motivated, personable & possess excellent communication and organizational skills.

### **QUALIFICATIONS**

- Heavy construction equipment knowledge and / or experience
- Prior inside sales experience
- Successful candidate will be motivated, personable & possess excellent verbal and written communication skills
- Excellent customer service skills
- Proficient in Microsoft Office, including Excel, PowerPoint, Word & Outlook
- **Bilingual in French is a definite asset**

### **RESPONSIBILITIES:**

- Act as first point of contact for incoming calls, emails & website requests for information & inquiries from dealers & customers; respond promptly & efficiently. Share information with AMI Sales and Management Team and or support personnel as required.
- Provide prompt follow-up on leads & inquiries and assist the sales team as necessary.
- Guide dealers through the quotation and order process from start to finish so that they understand what to expect e.g., lead-times, specifications, pricing options.
- Demonstrate accurate & extensive knowledge of our AMI products & services, and applications.
- Coordinate with the Inside Sales Manager & other sales team members to follow up on sales inquiries & sales leads & assist in developing action plans & follow-up strategies
- Initiate processes & improvements necessary to coordinate the sales process efficiently & effectively; to support our dealers & customers.
- Other duties as assigned.

Apply online, or email your resume and cover letter to: [careers@amiattachments.com](mailto:careers@amiattachments.com)