



Job Posting: Inside Sales Representative

Date: April 2022

Cesco Electrical Supply Ltd. is a fast-paced electrical distributor located in Port Coquitlam. We specialize in industrial motor control, safety, and automation products.

Position Overview:

We are seeking a highly motivated, self-starter to join our Inside Sales team to professionally represent the products and services we provide. We offer a casual, fun, and dynamic business environment. The main scope of the Inside Sales position is to provide fast and effective solutions for our customers, while sourcing and transforming new business opportunities.

Duties:

- Provide technical product support to customers
- Expedite orders in a quick & effective manner
- Directly servicing customer via phone, email, & counter sales
- Process orders, inquiries, & quotations
- Maintain a high level of customer service
- Confirming stock availability and suggesting alternatives

Qualifications:

- **Product knowledge relating to industrial motor control and automation is required OR experience working in a wholesale (distribution) environment**
- Excellent interpersonal skills, both verbal & written
- Exceptional time management & organizational skills
- Computer literacy
- Proficient in Microsoft Office

Hours: Monday to Friday 8:00am to 4:30pm

Please send resume to: employment@cescoelectrical.com

Thank you to all who apply, only those selected for interviews will be contacted. Please no phone calls or site visits.