

**RNC****Employment Service**

905-727-3777

*Aurora*

222 Wellington Street East, Main Floor



<b>Job Title</b>	<b>Sales Support Coordinator</b>		<b>Job #</b>	<b>2003003</b>
<b>NOC / NAICS</b>	1414 / 417930	<b>Date</b>	March 3, 2020	
<b>Location</b>	<b>Newmarket:</b> Harry Walker Pkwy N	<b>Wages</b>	\$15.00+ per hour	
<b>Experience (Yrs.)</b>	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	<b>Hours/Week</b>	40 hours/week	
<b>Employment Type</b>	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	<b>Schedule Availability</b>	Mon-Fri 8:30am-5:00pm	
<b>Benefits Available After Probation Period</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:			
<b>Workplace / Physical Requirements</b>				

**Company**

Established in 1993, this privately-owned Canadian company specializes in the distribution of health and safety equipment to support and keep safe Canadians performing work in hazardous conditions. They provide quality, brand-name safety products and services at competitive prices for a wide array of industries including manufacturing, law enforcement, fire prevention, and construction. They are currently expanding service capabilities, to further support an already established, extensive product line.

**Job Duties**

Sales Support Coordinator handles incoming calls with friendly and professional manner as well as general office administrative tasks. Sales Support Coordinator is highly organized, detail oriented and highly organized with strong work ethics. This position requires a strong communication and multitasking skills, and a positive attitude

- Answer the phone in a timely manner and direct calls to the correct party
- Respond to questions and requests for information from customers
- Build rapport with customers through friendly, engaging communication
- Interacting with customers in person, on the phone and through various forms of electronic communication in an efficient, courteous, and timely manner
- Capture customer information, including addresses and phone numbers, in the system for sales team
- Create and manage both digital and hard copy filing systems
- Administrative support and office duties as required in various departments
- Maintain office supplies by checking inventory and order items
- Maintaining a safe, clean, visually appealing, and hazard-free work environment
- Assisting with special projects related to International safety business objectives as required

**Requirements / Candidate Profile**

- **High school diploma/GED required (Post-secondary education preferred)**
- **2+ years experience as a Receptionist or Sales Support**
- **Proficiency with Google Suites/MS Office**
- Exceptional customer service skills and professional phone manner
- Ability to work well in a team environment
- Detail oriented and comfortable working in a fast-paced office environment
- Highly reliable, organized, and ability to multi-task
- Strong sense of professionalism and discretion

**How to apply**

**To apply please submit resume to [HRQR@rnaces.ca](mailto:HRQR@rnaces.ca) for pre-screening and consideration. Include a note indicating why you are a good fit for this position.**

**Disclaimer**

*RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.*