



Position Description

Position: Inside Sales Representative
Location: Brantford
Incumbent:
Reports To: Inside Sales Manager

Purpose:

The purpose of this position is to increase sales through estimating, quoting, order management and all other areas of customer service

Responsibilities:

- Front line interface with customers
- Estimating of all internal process costs using company software and technical support
- Preparation and follow-up of Customer quotations
- Order entry and contract review
- Expediting and regular updating of delivery status requests
- Review and process revisions to order
- Comply with company policies and procedures
- Other duties as assigned by management

Experience/Skills/Education:

- Technical aptitude and motivation to work as part of a team in a fast paced custom manufacturing environment
- Excel in the use of computer systems and software such as Microsoft Office Applications
- Effective written and oral communication skills
- Mechanically inclined with strong math skills
- Previous Sales and Marketing skills/training are an asset
- Community College diploma in Technology, Business, or equivalent work experience
- Knowledge and/or experience with forging, machining, steel making, or blueprint reading would be an asset
- Knowledge of various grades of steel and/or other metallurgical principles would be an asset
- Knowledge of AS9100 or ISO 9001 Quality Management Systems would be an asset



Position Description

Health & Safety:

- Conduct all tasks in a safe manner – Think Safety First
- Ensure policies and procedures are followed at all times
- Promote a healthy and safe working environment

Signatures:

Employee: _____
Signature Date

Supervisor/Manager:

Name (print) Signature Date

Human Resources:

Name (print) Signature Date

Version: August 2023