



Inside Sales Assistant

Start Date: As soon as possible
Place of work: Downtown Toronto
Type of position: Permanent full-time position
Reports to: Regional Vice-President

Job Description:

Reporting to the Regional Vice-President, the Inside Sales Assistant offers outstanding support to assigned Account Managers.

Main Responsibilities

- Provide assistance to external Account Managers
- Conduct research on products, prices and item availability with the distribution and our vendors
- Register products and solutions with our solution partners/manufacturers according to their guidelines
- Prepare bids, send purchase orders to providers and track deliveries
- Prepare proposals and orders from our accounting system
- Provide all administrative reports requested by the supervisor
- Follow and master selective vendor training programs to understand solutions, promotions and logistics

Requirements

- Minimum of three years of experience in a similar position
- A good basic understanding of computer networks and related elements (telecom, storage, security)
- Experience with customer service and sales
- Excellent written and verbal communications skills in English
- Very good knowledge of the Microsoft Office Suite
- Training and certifications will be required periodically

Skills

- Effective time and priority management
- Ability to adapt to the use of new tools (in-house software)
- Very good organizational skills for managing multiple client files
- Autonomy, sense of responsibility, integrity, creativity, and proactivity
- Excellent customer service
- Good team spirit and relationship with account managers and partners/vendors
- Good documentation and procedure writing skills
- Good collaboration skills with remote offices and colleagues

Assets

- Have an IT knowledge base
- Work experience in information technologies

If you are interested in this opportunity, please send your CV to gdegbo@esitechnologies.com. Your application will be treated confidentially.

Thank you for your interest in ESI Technologies. To learn more about us, visit us at www.esitechnologies.com