

## JOB DESCRIPTION

**Position:** Inside Sales Representative

**Company:** TelDig Inc. (2960, boul. Laurier, Suite 120, Québec)

**Supervisor:** Mario Bisson, President

## BENEFITS

There are several advantages to working at TelDig:

- Flexible schedule, competitive salary, great bonus and fringe benefits
- Spacious work place and nice atmosphere
- Encouragement for continuing education (refund program)
- Training offered in well-known schools
- Social activities and special events

## SUMMARY OF POSITION

As part of his or her job, the employee will have to:

- Write quotes, process sales orders and follow up on the customers' requests
- Build strong professional relationships with the customers
- Respond rapidly, in a courteous manner, to the customers' requests
- Manage all aspects of the customers' ordering cycle
- Participate in monthly meetings with colleagues to establish sales strategies and application measures
- Develop and maintain the customer base
- Initiate sales strategies in order to build revenues
- Analyze the potential customers' business needs
- Perform presentations and join project managers on visits to customers
- Manage all activities related to the sales operations
- Ensure follow-ups for all new customers
- Participate in trade shows and industry events where potential customers may be present

<b>REQUIREMENTS AND ADVANTAGES</b>
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<b>Requirements</b>	<b>Advantages</b>
<ul style="list-style-type: none"> <li>• DEC or bachelor's degree in a related field</li> <li>• 5 years of experience in the business field</li> <li>• English fluency (bilingualism mandatory)</li> <li>• Very good knowledge of Microsoft Office tools</li> <li>• Excellent investigation, analysis and synthesis skills</li> <li>• Customer-oriented</li> <li>• Good priority and stress management skills</li> <li>• Structured, organized and very meticulous</li> <li>• Ability to make decisions and follow through</li> <li>• Very good interpersonal communication skills</li> <li>• Ability to negotiate</li> <li>• Result and efficiency-oriented</li> <li>• Excellent solicitation and business development skills</li> <li>• Owner of a valid driver's license</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge of the industry</li> <li>• Large contact network for potential customers</li> <li>• Contact networks abroad and in the United States</li> </ul>

<b>CONTACT</b>
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To get more information, please visit [www.teldig.com](http://www.teldig.com) or contact Nathalie Corbeil, Executive Assistant, at 1-800-501-5554, extension 251.

Welcome at TelDig!