

JOB DESCRIPTION

Position: Inside Sales Representative

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

Supervisor: Mario Bisson, President

BENEFITS

- 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

REQUIREMENTS AND ADVANTAGES

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

CONTACT

To get more information, please visit www.teldig.com or contact Nathalie Corbeil, Executive Assistant, at 1-800-501-5554, extension 251.

Welcome at TelDig!