



Nicholson and Cates Limited is a distributor of premium quality building materials. We attribute much of our success to the strength of our people, our service and product selection. We are seeking applicants to join our team as an Inside Sales Representative. The Inside Sales Representative will report to the Director of Sales and Marketing. This position is a full-time permanent position, working out of our Burlington, ON head office.

## **Position - Inside Sales**

### **Responsibilities**

Handle incoming calls, process orders and provide quotes in a timely and accurate manner

Troubleshoot and resolve customer inquiries

Provide support and maintain up to date knowledge on products and services

Generate new business through cross-selling, up-selling, sales add-on's and various promotions

Provide support to and partner with Outside Sales Team and other internal departments as required

### **Qualifications**

Degree in Business or related degree

Strong computer skills (Word, Excel)

Must possess excellent verbal and written communications skills, including pleasant and professional phone demeanor

Must possess a high attention to detail and the ability to multi-task

Must be a team player, self-motivated and be able to collaborate effectively with other departments

Building materials experience / interest would be an asset but not mandatory

Interested candidates, please send your resume to [careers@niccates.com](mailto:careers@niccates.com). We thank all applicants for their interest, however only qualified candidates will be contacted for interviews.