



Job Description: Inside/Outside Sales Representative

Under the supervision of the AES-Vice President of Sales, this position performs a variety of sales functions. These duties include but are not limited to greeting customer and discussing the type, quality and quantity of filter bags, roll goods, complementary accessories or services sought for purchase and advising customers on use and care of same. Provide concerning specialized products and services, estimate or quote prices, credit terms, warranties and delivery dates. The remaining points are inserted under the duties and responsibilities section.

Key Requirements:

- Successful completion of a university degree or college diploma.
- 3+ years of technical sales experience.
- Proficient working knowledge of CRM/ERP databases and software.
- Detail oriented and excellent organizational and multitasking skills.
- Ability to work efficiently and effectively under pressure with simultaneous deadlines.
- Ability to think on your feet, by assessing, planning and strategic troubleshooting.
- Self-motivated and driven professional.
- Strong analytical skills.

Special Qualifications:

- Flexibility to travel out of the country for up to 40% and must have a valid passport
- Must have a valid Ontario Drivers' License (G Class) to operate company vehicles.

Job Responsibilities:

- Contacting potential and existing customers by cold calling, generating sales leads, responding to sales inquiries to secure new and increased business accounts to meet established sales targets.
- Be a solution provider to customers by determining their needs and develop/recommend products or services and providing product quotes to customers.
- Scheduling appointments and visiting existing customers to review product needs and determining other opportunities.
- Achieve maximum sales growth and account conversion within the assigned territories.
- Develop customer relationships to ensure Albarrie is a valued supplier of choice.
- Attending trade shows and conferences as required.
- Prepare accurate and timely sales information and reports for senior managers, marketing and sales teams as well as keeping expense accounts.

Albarrie Canada Limited is committed to providing a workplace of diversity and equity, free from harassment and discrimination. As a dedicated member of the Excellence in Manufacturing, we continually strive to ensure an optimal healthy and safe working environment. To protect your personal information, all application and resumes will be held for a period of up to 6 months and will be stored or destroyed in a secure manner. Thank you for your interest in joining the Albarrie Canada Limited team, only those contacted will be considered for the position.

- Secure new customer within existing territories by securing sales and margin growth targets.
- Stay current and up to date on customer market trends, and new product(s).
- Contribute to Albarrie's market strategy by monitoring competitive products and reactions from customers (to include pricing).
- Responsible to know all product availability, use, benefits and pricing structure.
- Responsible for marking up our products and the margins.
- Responsible for pre-contract and contract review with customers as well as reviewing customer contracts and resolve discrepancies with quotations.
- Utilize corporate resources as required to nurture new accounts and retain existing accounts.
- When required, enter orders into Jomar for inventory record keeping and re-ordering systems.
- Conduct sales transactions through internet based commerce.
- Confirms all technical information with the customer and enters the orders into the system, when required.
- Educating/assisting Albarrie representatives and coordinating payment where applicable.
- Working with inside sales support, create new specification sheets and submit them to the Operations Manager for preparation of a sample trial bag. Follow up on sample bags to be sent to customer for approval and make the final changes to the specification sheet.
- Report all quality issues to the AES- VP of Sales, Operations Manager, Quality Manager and complete customer complaint form.
- Conducts OEM research on liquid filtration, process engineering and dry filtration companies.
- When requested to, conducts competitor profiles to assess how Albarrie competitors are performing in the marketplace.
- Maintains complete knowledge of and complies with company and department policies, procedures and standards.
- Maintains client and company confidence by keeping information confidential and secure.
- Maintains a positive working relationship with team members and management in a team environment.

All interested candidates can submit their cover letter and resume to recruitment@albarrie.com.