



Inside Sales Representative Kanata, Ontario

PureLogic IT enables outcomes as a secure and trusted technology services provider across current and emerging technologies. Customer expectations are at our core with financial, social, and ethical leadership. We are a Canadian, women owned, equal opportunity employer with a family culture and passion for giving back.

The main job function of the Inside Sales Representatives is to be the liaison between the Account Executives, Sales Engineers, manufacturers, and customers. The ideal candidate will be responsible for ensuring customer orders are entered in a timely manner, producing and maintaining quotes within the sales process, and tracking delivery of product, software, and services. *This position is a one-year contract with possibility of extension.*

Responsibilities:

- Prepare quotations, purchase orders, and sales orders for clients
- Help maintain and further qualify sales opportunities
- Work closely with Account Managers and System Engineers to determine solutions which best meet client needs
- Cross-train with Procurement role

Required Skills:

- Minimum 5+ years related experience with VAR or related field
- Knowledge of both Government and commercial IT procurement procedures
- Knowledge of NMSO/NESS/DISO/PISA procurement policies and procedures
- Understanding of Industry supply chain and manufacture contacts required
- Demonstrates sales aptitude, good listener, self-motivated
- Well organized with effective time and activity management skills
- Excellent customer relation skills
- Knowledge of NetSuite (asset)
- Systems literacy and knowledge in MS Office, Excel, Word, and Internet
- Self confident with the ability to work well in a fast-paced environment
- Able to work independently as well as on a team