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Job Description – Inside Sales Representative

Title: Inside Sales Representative

Reports to: Shannon Kenward, Operations Manager

Based at: 135 Micheal Cowpland Drive, Suite 200, Kanata, ON, K2M 2E9

Summary of Position

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.

We are looking for an Inside Sales Representative to join our team. 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; creating and maintaining quotes within the sales process; and tracking delivery of product, software, and services.

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

- College or University diploma in a computer related field or equivalent experience. Military experience also acceptable.
- 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.
- VAR experience.
- 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.



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- Self confident with the ability to work well in a fast-paced environment.
- Able to work independently as well as on a team.

If you are interested in this exciting new role and have the relative experience, we are interested to see what you have to offer!

To apply, please visit purelogicit.com and go to our “Careers” page. Fill out the application form and email your resume to hr@purelogicit.com. Priority will be given to those who have completed the application.