

## Inside sales – Parts Sales Associate

**Brunette Machinery Co. Inc.** is a leading supplier of wood processing machinery for the Sawmill, Pulp and Paper, and Biomass/pellet manufacturing industries.

We have an exciting opportunity for a **Parts Sales Associate** at our Head office located in Surrey, BC.

We are looking for someone with customer service and sales experience. Strong communication and organizational skills are required. You will be able to manage a changing environment and be able to respond quickly to customer requests. This position will require a self-starter who is always looking for a better way of doing things.

### **Responsibilities will include:**

- Interacting with customers via phone, email and fax
- Working closely with sales team to identify sales opportunities and provide excellent customer service
- Generate and follow up sales documentations such as: quotes, sales orders, packing slips, waybills, customs documents and occasional purchase orders
- Follow-up with customers, back orders and shipments
- Follow established work instructions and procedures
- Perform additional duties as assigned by management

### **Qualifications:**

- High School Diploma or equivalent
- Minimum Two (2) years related experience required with an emphasis on customer service and sales
- Excellent communication skills; oral and written
- Excellent time management skills and organized work practices, with the ability to handle multiple detailed tasks with tight deadlines
- Strong attention to detail and good memory retention
- Must be self-motivated and able to work well with others as a team player
- High level of professionalism and positive attitude
- Strong problem solving abilities
- Proven dependability, reliability and responsibility
- Strong Computer Skills
- Syspro experience an asset
- Mechanical aptitude an asset

### **Work Hours and Pay Schedule:**

- Full-time position – 40hr/week – Monday-Friday 8:00am – 4:30pm
- Biweekly pay schedule
- Excellent Benefits Package following successful probationary period
- Salary commensurate with experience

Email your cover letter and resume to [colleen@brunettemc.com](mailto:colleen@brunettemc.com)

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

Phone calls from agencies and solicitors will not be accepted.