



Hard Wear Promotions
Corporate Apparel & Promotional Advertising
hardwearpromo.com

A distributor of promotional marketing products and apparel in Markham is seeking a SALES SUPPORT person.

The Role:

To undertake sales administration duties/provide sales support that leaves the salesperson free to focus on the busy business of selling.

Act as a point of contact for sales inquiries and provide quality sales quotations to new and/or existing customers that are both timely, and accurate, by sourcing products

Regular follow ups with clients and vendors

Order samples, track samples, obtain RA's/RMA's as required

Liaise with vendors/suppliers to obtain accurate pricing and/or discounts

Work closely with the salesperson; work closely with customer service/production to process the confirmed sales quotation

Strive to exceed customer expectations at all times

Have moderate to high interaction with clients via email, telephone, and in person

Assist in generating new business and revival of old/dormant accounts

Perform any other administrative/sales support projects or duties as assigned

The Person must:

Have 2-3 years experience in sales support (industry experience preferred)

Have effective communication skills (both orally and written)

Possess excellent computer skills

Be meticulous, attention to detail

Ability to work under tight deadlines, good prioritization skills

Work well within a team environment, and/or independently

Be professional, friendly, and courteous

Fluent in English

Be self-motivated, willing to learn, result-oriented

Possess a “go-getter” attitude and enjoy working in a fast paced, dynamic industry

Reliable

To apply, please submit your resume to sales@hardwearpromo.com. Please include a phone number and email address; suitable candidates will be contacted for an in-person interview.