

Inside Sales/Customer Service

Responsibilities

- Focus will be on keeping customers and sales representatives informed on current and new products, services and deals.
- Answers inbound product and service questions from various channels (emails, phone calls, social media etc).
- Regularly follows up with customers regarding quotes/estimates.
- Coordinate product sample and deliverables to multiline sales representatives.
- Potential to visit with current and prospective customers and attend industry trade shows.
- Stay on top of industry trends to identify potential opportunities for company growth.

Qualifications

- Outgoing, friendly personality with good vocal acumen
- A self-starter with strong communication skills
- Proficiency in Microsoft Office
- Bilingualism (English and French) an asset
- Experience in the print/promotional product industry an asset
- Experience with phone calling campaigns and sales an asset
- Experience in a call center an asset

About Jay-Line

Jay-Line is one of the leading promotional product manufacturers in Canada. We have been creating high quality promotional products for over 45 years. We are a local family owned and operated company. As a family operated business, we guarantee a supportive and flexible management system by creating a strong work/life balance for our employees. Employee health and well-being are our number one priority. Jay – Line is an equal opportunity employer.