

## **Customer Service / Inside Sales Representative**

We are a well-established Canadian lighting manufacturing company located in Toronto, Ontario, currently seeking a Customer Service / Inside Sales representative to join our team.

The ideal candidate for this role is professional, out-going and proactive. A Customer Service / Sales oriented individual with experience in a business to business environment making calls and follow-ups.

The focus of this role is to provide exemplary service to customers and support the outside sales agents/ reps. Your responsibilities will include answering inquiries, entering quotes/orders, and providing information on pricing, inventory levels, and production/delivery schedules.

As you become more familiar with our products and capabilities, you will be able to provide solutions, recommend alternative products to customers, and up sell where possible.

### Candidate Requirements:

- University degree or College diploma
- Customer Service or Inside Sales experience
- Strong communication skills (both written and verbal)
- Organizational skills with an attention to detail
- Strong computer skills including experience with e-mail, Internet tools, and Microsoft Word & Excel.
- Self starter who enjoys working independently and as part of a team
- Manufacturing Industry or Lighting Industry experience would be considered an asset.

We offer full-time employment with annual salary (commensurate with experience), benefit plan and paid vacation.

Interested candidates may forward their resume and cover letter to the attention of the Human Resources Department: [hrwork@viscor.com](mailto:hrwork@viscor.com).

We thank all applicants, but only those selected for an interview will be contacted.