



B.G.E. SERVICE & SUPPLY LTD.

Sales Administrator (15-month contract)

B.G.E. Service & Supply Ltd. provides quality filtration solutions for our customers. To further our growth and success, we are looking for an energetic and customer-focused individual to work in a team atmosphere in the role of **Sales Administrator (15-month contract)** within our **Calgary branch**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Whatever it Takes, and Be the Experts.**

This position is responsible for providing superior sales support for our Account Managers. As a Sales Administrator, you will also be responsible for prospecting and qualifying leads to pass on to the Account Managers.

Everyday interaction with potential and current customers, as well as with teammates, makes this role a perfect fit for someone who loves dealing with people!

Responsibilities:

- Identify prospects through marketing lists, inactive customer lists and trade shows as well as reviewing opportunities with in trade magazine and local news. Discuss this with the Sales team and Regional Manager.
- Managing Account Manager deliveries to make sure they go to the customer on time and notifying them of delays.
- Follow-up on orders that have been processed, special items to be produced or sources and that the products are shipped to the customer in a timely fashion.
- Advise sales team of any concerns or potential problems with their respective accounts.
- Provide product consultation and direction on various customer problems or concerns.
- Create quotations, building surveys, and correspondence for sales team along with inventory control reports and contracts.
- Update customer pricing on an ongoing basis and flag expired pricing by working with Account Managers.
- Accept orders from customers and complete order write up.
- Manage and follow up all commitment letters with customers to ensure our min/max inventory levels are appropriate.
- Ensure that all returned products are processed on a timely basis and that the customer is satisfied with the replacement product or similar resolution, by working with the Purchasing Manager.
- Complete vendor qualification forms
- Tracks trends of customer buying in order to encourage repeat business by utilizing tools such as final filter tracker.
- Coordinate customer appreciation and sales related events.
- Other duties and projects as assigned.



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Qualifications:

- Minimum of 2-4 years of Customer Service experience in an office environment.
- Have a passion for helping people.
- Excellent organizational and problem-solving skills with good attention to detail.
- Strong communication and interpersonal skills.
- Adaptable and highly self-motivated for success.

What we offer:

- Competitive compensation.
- Benefits package and RRSP matching program.
- Supportive work environment.
- Opportunities for training and development.

Apply to B.G.E. Service & Supply Ltd. by sending your cover letter and resume to careers@thefiltershop.com or by fax to (780) 437-2133. Please reference the job title and location when you apply.

B.G.E. Service & Supply Ltd. hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply.

We would like to thank all applicants for their interest in this position. However, only those selected for interviews will be contacted.