



JOB TITLE: Inside Sales Administrator – (Temporary Position)

ABOUT NORTH ATLANTIC

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service and community engagement. With our people first approach, North Atlantic looks for individuals who take initiative and dynamic personalities committed to fostering a strong team environment. We want people who are known for their positive attitude, authentic communications and personal drive. *Great people. Great products.* That's the North Atlantic difference.

For more information about North Atlantic, please visit www.northatlantic.ca

Inside Sales Administrator (Temporary until Feb 28, 2023)

The Inside Sales Administrator will serve as a point of contact for customers with queries about products & orders and provide support to the sales team to help achieve sales goals. They will be goal-oriented and have expert knowledge of customer service best practices to contribute to the success of the team.

The Inside Sales Administrator focuses on orders, communicating with to customers via telephone, text, or email to preserve our standards for providing our clients and customers with great service and great products.

If you have exceptional organizational skills and enjoy being a member of a great team, please submit your cover letter and resume to North Atlantic.

Duties and Responsibilities:

- Process orders via email or phone, specifically for water heaters and sales orders that do not require a sight visit
- Check accuracy of orders and invoices
- Contact clients to obtain missing information or answer questions
- Liaise with the service department to ensure timely deliveries
- Maintain and update sales and customer records
- Communicate important feedback from customers internally
- Stay up to date with new products and features
- Coordinate with other team members and departments to optimize the sales effort
- Other duties as required



Qualifications:

- Previous experience as a Sales Administrator or a similar role in a sales department
- Completion of Secondary school
- Hands on experience with CRM software and MS Office
- Excellent organizational, attention to detail and multitasking skills
- A team player with high level of dedication

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package.

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.

Candidates are encouraged to apply by **4:30 pm, Monday November 14, 2022.**