

POSITION TITLE: Inside Sales Representative

Employment Type (FT,PT,Contract): FT

Rate of Pay: TBD

Job Location: Mississauga, ON

Hours of Work: 8:00am - 5:00pm

Start Date: as soon as possible

Application Deadline:

COMPANY NAME: Lynch Fluid Controls Inc.

Street Address: 1799 Argentia Road

Phone: (905) 363-2400

Fax:

Email: hr@lynch.ca

Website: www.lynch.ca

General Description of Duties:

The Inside Sales representative is responsible for taking orders on the phone, promoting Lynch Fluid Control products and services. Responsibilities include:

- **Generate revenue and create new business while maintaining existing relationships**
- **Develop accounts**
- **Reports and presentations as required**
- **Respond to internal and external inquiries via phone, e-mail and fax**
- **Record keeping – customer feedback, inquiries, etc.**
- **Facilitate phone calls from customers and outside sales in a pleasant and efficient manner.**
- **Provide assistance to customers and field sales for quotes, pricing and expediting.**
- **Work with all Inside and field sales to serve the customer and grow sales and GM.**
- **Enter Orders & Quotes in a timely and efficient manner**
- **Work in a professional manner to resolve customer's problems and issues, using all the available resources at hand.**
- **Provide customers with accurate price, delivery and technical information upon request.**
- **Provide assistance to others in areas of specialized product or technical knowledge.**
- **Meet, communicate and cooperate with vendor sales representatives.**

- **Encourage vendor participation in the support of customer needs.**
- **Assist Central Purchasing (Our SCM) to insure customer orders are placed quickly and accurately.**
- **Communication with Engineering and Production Control**
- **Respect confidentiality and intellectual property as per company by-laws**
- **Maintain professionalism in all job related activities**

Skills and Experience Required:

- **College Diploma in Engineering/Business or related field**
- **Fluid Power certificate/experience is an asset**
- **At least 3 years experience in a similar role, ideally in a hydraulics sales focused organization.**
- **Familiar with hydraulics product knowledge and willingness to learn all product lines**
- **Excellent oral and written communication skills**
- **Outstanding organizational skills with an ability to balance multiple projects**
- **Experience in the Hydraulic marketplace a definite asset**
- **Computer savvy- working knowledge of Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)**
- **Self motivated and autonomous work ethic**
- **Excellent closing ability**
- **Experience with SAP BAiO and/or SAP Version 4.6C or later an asset**
- **French or Spanish language skills an asset**

How to Apply:

Email: hr@lynch.ca

or via website: www.lynch.ca

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