

CAREER OPPORTUNITY

□ **Job Title:** Inside Sales Representative **Department/Location:** Rexdale, Ontario

□ **Reports to:** Sales Manager

□ **Purpose of Position:**

To develop profitable sales of products and services through telephone solicitation and support of assigned accounts, successful prospecting and development of customers within targeted industries.

□ **Key Accountabilities:**

- Achieve planned sales and margins on an annual basis in accordance with established targets;
- Identify opportunities for future growth through prospecting, qualifying, and activating new accounts;
- Participate in acquiring market information through assigned survey projects;
- Respond to requests for technical product literature from Account Managers, clients, etc. in a timely and professional manner and ensure all such literature is maintained in up-to-date fashion;
- Execute assigned duties and responsibilities in accordance with prescribed procedures and budgetary guidelines;
- Build and establish effective customer relationships via telephone communications;
- Utilize the Brenntag Sales Process and maintain in a timely manner the Customer Relationship Management (CRM) database, as well as complete all other assigned reporting requirements;
- Ensure all activities are conducted in accordance with health, safety, quality and environmental management systems as well as corporate and local policies.

□ **Qualifications will include the following:**

Behavioral Competencies:

- Influential/Persuasive
- Customer Service Focus
- Results Orientation
- Relationship Building

Technical Competencies:

- Post Secondary education with a focus in Chemistry or Business
- One year business experience preferably in sales or customer-related role;
- Effective communication, presentation and negotiating skills