**Job Posting**

**Inside Sales Representative**

***If you are customer-focused with experience in Inside Sales, looking to join a well-established, growing organization, we currently have an opening within our Sales team for an Inside Sales Representative.***

**Howell Pipe & Supply** is a recognized Canadian company, independently owned and operated, with a proven track record of success dating back to its formation in 1958. As an industrial Pipe, Valve and Fitting (PVF) distributor and manufacturer we pride ourselves on being the ‘leader of the pack’ in both customer service and dedication to employee growth and development.

**Overview of Position:**

Working out of our Georgetown office, this full-time role interacts directly with our customers, providing sales support and customer service. It requires knowledge of our products and logistics, strong relational and problem-solving skills, as well as the ability to work with software programs including MS Office. This role consistently contributes to the sales team by meeting or exceeding monthly sales and margin targets while increasing profitability and providing professional sales assistance and customer service.

**Responsibilities Include:**

* *Interacting with Account Representatives to drive sales and margins to achieve established targets.*
* *Interacting with customers primarily by email, fax and telephone and occasionally in person to solicit, receive, up-sell and process orders to meet and exceed customer requirements.*
* *Preparing quotations for customers within expected time constraints, for all possible requirements, continually searching for further and additional profitable sales and product opportunities and subsequently following up.*
* *Performing sourcing actions to obtain pricing, delivery and source of supply for nonstandard or emergency purchase requirements.*
* *Reviewing sales reports on a daily basis to eliminate unnecessary shipments.*
* *Soliciting the sale of new or additional products and services, and offering professional advice on options and alternatives.*
* *Solving any issues on behalf of the customer which might include billings, shipments, etc.*
* *Calling on current and potential accounts to provide superior customer service and to promote strong vendor/supplier relationships.*

**Qualifications:**

* 2-4 years of customer service and/or inside sales experience
* Knowledge of the pipe and valve industry an asset
* Minimum college diploma or the equivalent in experience
* Strong customer service and interpersonal skills
* Detail oriented with excellent organizational skills
* Reliable and able to work well under pressure and with multiple deadlines
* Self-motivated and able to work closely with others in a team environment
* Strong English speaking and written skills
* Mathematical skills – discounts, interest, commissions, volume, etc.
* Ability to read and understand technical specifications
* Solid organizational skills
* Proficient in Microsoft Word, Excel and database software and strong keyboarding skills
* Proven problem-solving skills and the ability to work with others cooperative to resolution
* Ability to enter orders, track orders and follow up effectively

Howell provides a competitive compensation package including a comprehensive benefits program.

Interested candidates are encouraged to send their resume to: [hr@howellpipe.com](mailto:hr@howellpipe.com). While we appreciate all submissions, only those who will be invited for an interview will be contacted.