



**Position: Inside Sales Assistant**  
**Reports to: Sales Manager.**

**Overview:**

Responsible for the following activities at the GCM Canada facility. Assist inside sales with order entry and purchasing.

**Sales Assistant Responsibilities**

- Assist sales with entering orders once they have been approved by inside sales representative or sales manager.
- Review orders against customer purchase orders to ensure accuracy.
- Scanning purchase orders and drawings to the correct work orders.
- Assist sales with quotes from inbound calls, messages, and emails.
- Assist sales with purchasing material required to complete work orders.
- Track work orders through production and notify customers of any production issues, when appropriate and required.
- Assist with business development, share ideas and communicate ideas with sales and outside sales representative.
- Assist with general administration task as required.

**Knowledge, Skills and Abilities**

- Energetic, self-starter with ability to adapt to change in a highly dynamic work environment.
- Ability to listen, communicate (written and verbal) with all staffing levels and clients/customers.
- Outstanding written and verbal communication, presentation and time management skills.
- Ability to maintain a high level of activity, manage multiple competing priorities, and work effectively in a results-driven culture.
- Develop strong product/price knowledge as well as customer knowledge.
- Microsoft Office proficiency.

## **Education and Qualifications**

- High school or GED required