Inside Sale Representative

Vitrum Industries Ltd.

Job ID
48712

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LOCATION	DATE POSTED	EXPIRY DATE
Langley, BC, Langley, BC | British Columbia	12-01-2026	07-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26.22	2 years to less than 3 years	College/CEGEP

Job Details

Langley, BC
V1M 3E7

Work location
On site

Salary
26.22 hourly / 40 hours per week

Terms of employment
Permanent employment
Full time
Early morning, Morning, Day, Overtime required
Starts as soon as possible

Benefits
Health benefits, Financial benefits, Other benefits

Vacancies
1 vacancy

Overview
Languages
English

Education
College/CEGEP
Business/commerce, general
Experience

2 years to less than 3 years

On site
Work must be completed at the physical location. There is no option to work remotely.

Work setting
Business services
Manufacturing and industrial plant

Responsibilities
Tasks
Prepare sales, rental or leasing contracts
Operate computerized inventory record keeping and re-ordering systems
Provide advice about merchandise
Advertise and/or promote products, sales or services
Perform data entry
Provide customer service
Estimate or quote prices, credit or contract terms, warranties and delivery dates
Maintain sales records for inventory control
Experience and specialization

Type of materials
Glass

Type of product
Aluminum doors, windows and awnings
Industrial supplies

Area of specialization
Aluminum windows and doors

Additional information

Work conditions and physical capabilities
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail

Personal suitability
Collaborative
Efficiency
Hardworking
Positive attitude
Time management

Efficient interpersonal skills
Organized
Team player
Client focus
Excellent written communication
Ability to multitask
Resourcefulness

Benefits
Health benefits
Health care plan
Paramedical services coverage

Financial benefits
Group insurance benefits

Other benefits
Team building opportunities

Who can apply for this job?
You can apply if you are:

a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

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