

We invite you to take the next step towards the perfect professional match. Before clicking the link below, we encourage you to read the job description and carefully review our website. This will give you a comprehensive understanding of the role's expectations and our company's values and culture.

Please send your resume to [careers@ubsindustries.com](mailto:careers@ubsindustries.com)

By clicking on the link below, you'll embark on an assessment designed to evaluate how well you align with the requirements of the role and how well the role aligns with your unique strengths and aspirations.

<https://apply.select.wonderlic.com/8FMEQU/UBS-Industries>

**To be considered, applicants must complete our assessment and send their resume.**

Your commitment to this assessment reflects your dedication to securing the ideal fit in your career, and we commend your proactive approach to this process. We look forward to uncovering the potential synergy between you and UBS Industries.

## **Inside Sales**

We are excited to expand our team with an Inside Sales Representative at our office in Coquitlam, BC. Our ideal candidate for this role is an energetic, self-motivated individual with a positive attitude and high ethical standards. Our Inside Sales team is the epicentre of our business as the centralized point of communication amongst our suppliers, customers, outside sales, accounting, warehouse staff, operations, and logistics.

Key Responsibilities for this role include:

- Order Processing: Efficiently and accurately process sales orders and respond to telephone and walk-in customer product inquiries.
- Product Knowledge: UBS Industries sells hundreds of non-residential construction products with numerous applications. As a niche wholesaler, our customers look to us for deep product knowledge. The individual will familiarize themselves with the product, part numbers and applications of each product.
- Customer Service: You will have significant interaction with all our customers in person and on the phone. The right individual will have a knack for customer service and a constant desire to help solve our customer's problems.
- Customer Knowledge: We service customers from a diversified group of industries. Inside Sales must understand the differences between each, the projects they are working on, and how they use our products.

- Logistics: Work with our incoming and outgoing freight suppliers to optimize the efficiency of product shipments.
- Communication: Clearly and effectively communicate, both written and orally, with internal coworkers and external partners to serve as a practical solutions provider for our customers.
- Customer Quotes: Preparing and following up on customer quotes as required and communicating pertinent information to appropriate outside sales representatives.
- Answer Incoming Calls: The phone is ringing throughout the day, and the Inside Sales is responsible for answering all incoming calls to either service the customer or redirect them to the appropriate area of the Company.
- Multi-Task: The nature of the position is that there can be many different tasks on your plate at any given time. The individual must be able to manage the tasks and effectively prioritize with a consistent commitment to accuracy and detail.

Skills, Abilities & Experience Required:

- Epicor -P21 experience would be looked upon favourably.
- Preferred post-secondary education in customer service, sales or general business program/certificate
- 1-2 years experience in customer service or inside sales-related role
- Excellent skills in MS Office, including solid experience in Word, PowerPoint & Excel
- exceptionally organized and detail-oriented with a commitment to a high degree of accuracy
- capable of handling mute demands from a variety of sources
- ability to take personal initiative
- Results-oriented with strong personal motivation to succeed
- Excellent English skills - oral & written

Along with a complete benefits package and competitive compensation, you'll have the opportunity to work with an incredible team of people committed to each other's success.

Please don't sit back and wonder what might have been.... send your resume in now and tell us why you're the perfect candidate for this position.