



## Junior Sales Representative (Full time or Part Time)

### Remote within British Columbia

#### Nature of Work

Reporting to the Sales Manager, the Junior Sales Rep is responsible for contacting potential customers in our new expansion communities via telephone and/or email, informing them of our progress in the Connected Coast project and our upcoming services. The Information Rep will use a directory of contact numbers to phone individuals to answer any questions and to assist with registering for services when they become available.

To be successful as Junior Sales Rep you should have a positive attitude and excellent telephone etiquette. The ideal candidate will remain calm and professional under pressure and always treat clients with respect.

#### Responsibilities:

- Contact potential clients via telephone and/or email.
- Answer any questions regarding Citywest or the Connected Coast project.
- Communicate relevant updates, and any available promotions
- Provide any information that the client requests.
- Redirect calls to the relevant department if necessary.
- Obtain fibre drop permissions.
- Assist with registration for services when applicable.
- Input customer data and call results into the CRM database

#### Required Education:

- High school qualification or equivalent.

#### Qualifications and Experience

- Excellent verbal communication skills.
- Professional tone.
- Sales experience is an asset but not required
- Must be able to handle confidential information in an ethical and professional manner
- Must be able to assess and determine priorities and contribute to continuous improvement
- Proficient at an intermediate level in Office 365 (Excel, Word, Outlook, etc.)
- Positive can-do attitude; able to work as part of a team and independently