

Job offer – Representative

Workplace

Greenfield Park (Quebec)

General Profile

We are currently seeking a person to fill a permanent position, 30 to 35 hours weekly, as representative for one of our clients in the security field. You have the privilege of working with dynamic, specialized team who are leaders in this field, with interview appointments already provided. The disered candidate must show initiative and be willing to work in a team to maximize overall business performance.

We are looking for an independent, versatile and efficient person who is ressourceful and manages their time well. Also, this person is able to create connections that results in new client contracts while being eager to learn and take on new challenges.

Main Responsibilities

- ✓ Representative for networking groups and events.
- ✓ Meet potential clients.
- ✓ Answer and follow-up on information request calls.
- ✓ Check, manage and follow-up online requests, by email or fax.
- ✓ Prepare customer files.
- ✓ Write up and send quotes according to established pricelists.
- ✓ Relay the necessary information to the administrative assistant concerning installations to be done as well as other customer service duties.

Requirements and Work Conditions

- ✓ High School Diploma or equivalent experience.
- ✓ Minimum 2 years relevant experience as a representative.
- ✓ Knowledge of Microsoft Office software.
- ✓ Valid driver's licence.
- ✓ Car
- ✓ Good knowledge of spoken French and English.

Remuneration :

- ✓ Base salary with commission
- ✓ To be determined according to the candidate's experience.

Please send us your resumé via email to info@astralsecurite.com

Please note that only selected candidates will be contacted.