



## **Inside Sales Representative**

*At Larsen & Shaw, we see you as an individual with the skills, abilities, knowledge, and potential to drive our growth. We've been around for over 100 years and plan to be around for another 100, and we know our people will drive us there. That's why we take our recruitment and hiring seriously. We are looking for self-motivated, creative and ambitious individuals to join our rapidly growing team.*

**As the INSIDE SALES REP, you will be managing existing accounts and developing new business, while professionally promoting and representing Larsen & Shaw as an Industry Leader. In this role, you can expect to:**

- Actively solicit new opportunities for business
- Monitor market competition, identify market opportunities, develop new business
- Respond to customer requirements including quotations, order processing, expediting, complaints, etc.
- Process Sales Orders and Customer RFQ's as per Standard Operating Procedures and Department Operating Procedures
- Track invoices and late orders
- Develop and maintain a cohesive relationship with both internal and external customers
- Acts as customer advocate within Larsen & Shaw, by interacting with various departments to meet customer need
- Act as liaison between the company and customer for cost reduction activities
- Understand and actively participate in Lean initiatives
- A full job description is available upon request

### **What you'll need to be successful as the INSIDE SALES REP:**

- Post-Secondary education in a related field is preferred
- 2-5 years of Sales Experience
- Exceptional interpersonal skills and communications skills, both verbal and written
- Ability to interact with all employees including Management, Plant and Office Employees
- Excellent coordination and organizational skills necessary to coordinate multiple priorities to meet objectives
- Must be a self starter and possess the ability to work with minimum supervision
- Computer skills in Microsoft Word, Excel, Salesforce, Max, Outlook
- A learning mindset, a positive attitude, and the ability to work as a team

*Note that skills testing and online cognitive and personality assessments may be administered and will be part of the assessment information used to choose the candidate.*



## How to Apply:

Submit a resume and cover letter that clearly articulates how your experience relates to the requirements of the job to [larsenHR@larsenhinge.com](mailto:larsenHR@larsenhinge.com)

*We thank everyone who applies, however, only candidates selected for an interview will be contacted. Larsen & Shaw is an equal opportunity employer, and we encourage applications from people with unique experiences, backgrounds and abilities. Accommodation is available throughout all phases of the selection process; please notify us in advance if accommodation is required.*

## *What sets us apart*

Larsen & Shaw is a family-owned business since 1919 and a leading manufacturer of top-quality hinges, standard continuous hinges, and architectural products, located in Walkerton Ontario. We strive to work proactively to achieve the company's objectives while supporting our customers in everything we do. Our culture is one that empowers employees to work collaboratively, maintaining the entrepreneurial spirit of our founders.

## *Why you should work for us*

- Our employees are dedicated to meaningful, exciting and challenging work and we reward them for their efforts.
- The better we do, the more you gain. We offer a competitive wage and a structured compensation program, with regular wage increases and other perks. We are a certified Living Wage Employer!
- We invest in our employees and their families by offering both a comprehensive group health benefits plan and a retirement savings plan.
- Training and developing our people is very important to our future. We offer opportunities for in-house training, apprenticeship growth, internal promotions, professional development, and more.
- What's our Why? Why do we work so hard at retaining our business in Walkerton? Because that is where we want to live, work, and retire. We make considerable investment into our community through partnerships and by supporting meaningful charitable causes, such as the Walkerton & District Hospital Foundation.
- We understand the need for work-life balance and strive to provide our people with a supportive work environment. Small town living helps too, with a short commute for most of our employees. Applicants not currently living in the area can enjoy the natural beauty and clean environment of living in Bruce County. Located in Walkerton, we are 100 km of Kitchener, Waterloo and Guelph, and 180 km from Toronto.