

## Cleancloth Inside Sales Representative

### Position Summary

Reporting to the Regional Manager, the right candidate will be responsible for Inside Sales and Sales Support with goals to grow our business and reputation in BC, Canada.

The ideal candidate will be based at our office located in Surrey, BC.

### Duties & Responsibilities

- Support the Regional Manager and the Outside Territory Representatives in developing and maintaining long term relationships with existing customers and cultivating new prospects and revenue opportunities.
- Support and administer in developing and executing Business Development strategies
- Support the RFP and RFQ process in accordance with the customer timeline
- Contribute to drafting, development, and analysis of proposals and contracts for presentation to senior management and customers
- Timely reporting of accounts and objectives/activities using In-House CRM program
- Process orders and ensure production, follow up, and delivery are organized
- Prepare reports that can be used for accurate and efficient analysis
- Make on phone and via email sales contacts to existing customers and potential prospects
- Participate, and attend trade shows, conferences, seminars and other industry related events
- Other duties as assigned by your direct supervisor.

### Desired Skills and Experience

- Positive and outgoing attitude with willingness to learn
- Hunter Mentality a must
- Experience supporting and selling to End User, Distribution and Retail Accounts
- Minimum 3 years' experience in a Sales support role
- High level of professionalism, ethics, confidentiality and accuracy
- Proposal experience is required including ability to develop and deliver to customer
- Excellent written and verbal communication skills
- Proven experience with CRM
- Intermediate proficiency in Excel, Word and PowerPoint
- Proven presentation skills
- Passionate and Self-Driven

**For more information about our initiatives: [www.cleancloth.ca](http://www.cleancloth.ca)**

#### **British Columbia Office**

Ph : (604) 592-2845 | Fax: (604) 592-2846  
13120 78A Avenue, Surrey, B.C. Canada V3W 1P4

#### **Alberta Office**

Ph: (403) 278-7870 | Fax: (403) 278-7871  
6150 – 44 Street SE, Calgary, AB, T2C 5K5

**For more information about our products: [www.cleancloth.ca](http://www.cleancloth.ca) [orders@cleancloth.ca](mailto:orders@cleancloth.ca)**



# Cleancloth<sup>®</sup>

Division of Trans-Continental Textile Recycling Ltd.

Community Initiatives since 1990

## What we offer

- This is a Full Time position
- Salary range \$30-40K per year based on experience and skillset
- Medical and Dental Benefits
- 2 weeks paid vacation a year
- Quarterly Bonus

We invite all interested candidates to learn more about us at our websites [www.cleancloth.ca](http://www.cleancloth.ca) and [www.transtextile.com](http://www.transtextile.com) . To apply please submit your resume and a cover letter that specifies the following:

- Why you are interested in this position
- Why you are suitable for this position
- Examples of your community involvement
- Examples of your Career Successes

Email you application to: [info@cleancloth.ca](mailto:info@cleancloth.ca).

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