

Norstar Industries Ltd. is a locally-owned manufacturer of conveyance equipment for the agriculture, agri-industrial and industrial markets. Located just outside the town of Rosenort, MB, Norstar prides itself in providing market-leading products that are exceptional on every level. To do this, we need an exceptional team.

We are now in search of an **Inside Sales Representative**. The successful candidate will have excellent communication skills, be well organized and customer oriented with a proven track record in building and maintaining long-term relationships with customers. They will play a key role in maintaining and enhancing our company's image and reputation by providing outstanding customer assistance to new and existing customers and will provide inside assistance to outside sales representatives to ensure our customers' needs are being met in a timely manner.

This position is a full time; in office role and the Hours of work: Monday - Thursday – 8:00 am – 4:30 pm.

Position Responsibilities will include but are not limited to:

- Receive leads from internal CRM system and follow up with customers to complete quotes / orders
- Update CRM with information pertaining to the customer and order(s)
- Create and distribute quotes to customers in a timely manner and respond to all customer inquiries via email or telephone call in a timely manner
- Close sales by negotiating terms, pricing, and contracts to secure agreements with customers and achieve sales targets.
- Attend weekly meetings with the CSO to provide updates, review current quotes and other related action items
- Periodically travel to / attend trade shows with Outside Sales Reps. (Throughout Canada and possibly US*)
- Assist with the preparation and set up of company booth and sample products while at trade shows, and work with the Outside Sale Representative at the trade show to promote the company, its products and network
- Assist Outside Sales Representatives with quote preparation. Forwarding completed quotes to customers
- Prepare quotes for all international customers as required
- Work closely with production teams and logistics to get correct information related to freight costs, custom work etc.
- Receive inbound orders for placement parts
- Collaborate with and maintain communication with design team to understand customer requirements and work together to develop customized solutions to meet customer needs
- Track sales activities, update records, and prepare reports to monitor sales performance and identify areas for improvement.
- Participate in sales training to enhance sales skills, product knowledge, and understand sales techniques
- Participate in sales meetings: attending team meetings, conference calls, and training sessions to discuss sales strategies and share best case practices

- Other duties as assigned as related to position

Qualifications:

- Previous sales experience is required. Previous experience with agricultural equipment and sales would be a strong asset
- Excellent communication skills, written and verbal (English)
- Customer service experience, with the ability to maintain positive working relationships.
- Able to work in an office setting, lift up to 45 pounds, and be comfortable with visiting the production floor to speak with production team as required (required to wear proper PPE – boot caps / steel toe shoes, eye protection, ear buds, etc)
- Proficient in MS Office programs and can learn new systems quickly
- Strong accuracy with data entry
- Being mechanically inclined would be a strong asset as the successful candidate will be required to know how products operate and how they are put together
- Must have strong time management and organizational skills
- Team player who can build trust in a team setting quickly
- Able to travel within Canada (highway travel, company vehicle) able to travel into the US*

If you believe you would be the right person for this role, we welcome you submit your Cover Letter and Resume in to our Human Resources Department by clicking on Apply!

Join Norstar Industries and contribute to our mission of delivering innovative construction solutions to our valued customers.

We thank all those who apply, however; only those selected for an interview will be contacted.