



Inside Sales Representative

ALANTRA LEASING INC, is a family owned company from Sussex, NB that provides Canada's contractors and businesses with quality, modern office space, and custom modular building solutions since 1981. Alantra currently operates distribution and maintenance centers throughout NB, NS, PEI, Quebec, Southern Ontario, Newfoundland and Labrador.

We require an **Inside Sales Representative** who will work with a team to provide standard and custom rental and purchase quotes to both established and new clients. Responsibilities will also include preparing rental and purchase contracts, scheduling deliveries and returns and replying to customer inquiries. This position will be based in Sussex, New Brunswick.

The ideal candidate will be a self motivated team player with an eye for detail. The ability to multi task while maintaining focus on deadlines is a requirement. The ideal candidate must also have strong organizational skills and should be able to communicate clearly. Sales, construction or estimating experience would be an asset but is not a requirement.

Key Responsibilities:

- Work closely with both the Sales and Design teams to develop solutions for clients
- Prepare and submit tender documents and quotations
- Act as a liaison between our customers and the Production/Logistics team
- Prepare rental and purchase contracts

With Dealers Throughout Eastern Canada
Toll Free: 800-456-1800 Phone: 506-433-3757
P.O. Box 4375, 98 Cogle Road, Sussex Corner, NB E4E 5L5
www.alantraleasing.com

Qualifications:

- Previous experience in technical or construction sales or estimating (would be considered an asset but not a requirement)
- Working knowledge of Microsoft Excel, Word, Outlook and Sales Force (or similar CRM software)
- Bilingualism would be an asset (English and French)

Please send a cover letter with a brief explanation as to why you would be a successful addition as an **Inside Sales Representative** to the Alantra team and a resume outlining your qualifications and relevant work experience by email to the attention of Melissa deWinter at manderson@alantraleasing.com by April 22, 2022.