



Pattison Sign Group

Powering Your Brand

EXTERNAL AND INTERNAL POSTING

EMPLOYMENT OPPORTUNITY

Pattison Sign Group, one of the largest sign and visual communication companies in the world, is seeking to fill the following position in their Ottawa, Ontario office.

ADMINISTRATIVE SUPPORT / SALES ASSISTANT (Ottawa office)

Summary:

The Sales Assistant's role consists in answering all information requests and giving out information about our products and services as well as our policies. It also consists in offering great customer service to the clients it is responsible for. Great work efficiency along with maintaining solid relationships will be essential to this position's success.

Main Responsibilities:

- Plan and organize working schedule according to existing and potential clients;
- Talk with and/or maintain a great relationship with clients in order to better know them and obtain business;
- Evaluate prices, prepare quotes, explain sales conditions and schedule date of delivery;
- Follow-up on files, take the necessary measures to ensure installation is done on time; help on deployment of major projects;
- Ensure customer satisfaction;
- Handle different administrative tasks such as data entry, filing, and maintain inventories;
- All other related tasks requested by the supervisor.

Requirements:

- College Education in administration, customer service, sales and/or marketing;
- Bilingual (French and English, oral and written);
- Enjoy establishing professional relationships with people;
- Great planning, task management and priority management skills;
- Able to perform, at times, complex administrative tasks;
- Detail oriented and work well done in a context of rapid change;
- Team player, personally motivated to expand his /her management expertise, operations, as well as the product & services relationship and marketing destined to large companies;
- Good knowledge of MS-Office (Word, Excel, Outlook)

The candidate being sought has great social skills as he/she will have to communicate with clients and suppliers. Ability to adapt, resourcefulness, leadership skills and knowledge of the Sign industry would be an asset.

Pattison Sign Group offers competitive salary and social benefits and is committed to the Employment Equity program.

If interested, please forward your résumé with a cover letter to the following address **before 4:00 pm on September 6th, 2019:**

Enseignes Pattison Sign Group
8, Miller Avenue | Edmundston, NB | E3V 4H4
Fax: 1-877-737-1734
rh-edmundston@pattisonsign.com