



Head Office
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Patene Building Supplies Ltd. is a distributor of drywall, steel framing components, insulation, acoustic ceilings, shingles, masonry and other building materials for the residential and commercial construction industries. We have fifteen (15) branch locations throughout Ontario & Manitoba to serve our contractor, builder and retail customers.

We are currently seeking a career-minded individual for the position of **Inside Sales Representative**.

Key Responsibilities:

- Establish and maintain a high level of customer satisfaction and strong rapport with customers
- Prepare quotations, bids, and estimates for customers
- Receive and process customer orders and respond to order inquiries
- Provide pricing, product availability and schedule information
- Suggest alternate products to meet customer needs and create awareness of new products
- Work closely with the outside sales team

Qualifications:

- General knowledge of building supplies and their application
- 1-2 years inside sales experience with a successful track record in a customer service and/or related field preferred
- Strong analytical, organizational and problem solving skills
- Detailed oriented with high level of accuracy
- Excellent communication, customer service and computer skills

This position offers competitive wages, health, dental, life insurance and an RRSP plan upon completion of the applicable waiting periods.

We invite qualified candidates to apply by email.

Barrie	705.722.7396	Guelph	519.824.4030	London	519.649.1588	Samia	519.337.2334	Toronto	905.875.0279
Brantford	519.750.1355	Hamilton	905.574.1110	Milton	905.875.9138	St. Catharines	905.688.8299	Windsor	519.737.6133
Chatham	519.352.0450	Kitchener	519.745.1188	Pickering	289.372.3083	Thunder Bay	807.622.3001	Winnipeg	204.275.3000