



PROMOTE YOUR BRAND.
PROMOTE YOUR VALUES.

Fairware is Growing & We're looking for a Junior Sales/Administration Rep

Fairware Promotional Product Ltd provides high quality, socially and environmentally responsible promotional products and our team is growing. You can check us out at www.fairware.ca.

Our full-time Jr Sales/Administration Rep will provide support in the day-to-day tasks of providing promotional products to Fairware's clients and provide office administration support. He/she will ensure inside sales are executed effectively and efficiently for both clients and suppliers. The Jr Sales/Administration Rep will work closely with the Fairware team to ensure the highest level of customer service is achieved.

General Duties:

You are responsible for coordinating the timely response to inside sales requests and general office administration including:

- responding to client requests, online/telephone quote requests, communicating with suppliers and vendors to ensure order fulfilment
- maintaining supplier and client files and general office organization
- regular updating of customer management system (Sales Force)
- performing general sales and admin duties as requested
- identifying new market or client opportunities
- providing information and social and environmental attributes of products when necessary
- participating in daily and weekly meetings
- assisting with ad-hoc projects as requested

Skills & Experience Required:

- You are self-confident, organized and team oriented.
- You have sales and/or customer service experience.
- You can work in a fast paced, entrepreneurial environment.
- You have great interpersonal skills both in person and on the phone.
- You also have excellent oral and written communication and a good command of the English language.
- Knowledge and interest in social responsibility; environmental sustainability and sustainable products is an absolute asset.
- Basic knowledge of excel, word, Photoshop, illustrator CS3 an asset

How to Apply:

Please send us a one page letter outlining your relevant experience and why you want to work for Fairware – attach it to a resume that captures your related experience and email it to jobs@fairware.ca with the words 'Jr Sales/Customer Service Rep' in the subject line by February 5, 2010. **No phone calls please.**

Salary commensurate with experience. **Please provide salary expectations with resume.**