

Inside Sales Administrator

Timmins, ON

TIME Limited is a manufacturer, custom fabricator & distributor who has experienced exponential growth over the past decade. TIME has been serving the mining, forestry and exploration industries for the past 50 years.



What we are looking for?

TIME Limited is looking for an Inside Sales Administrator who has strong computer skills, who is dependable, who can leverage their enthusiasm and professionalism to provide exceptional support.

Duties and responsibilities

- Assist with quoting products for customers;
- Assist with the creation of sales orders;
- Ensure timely responses to customer inquiries;
- Assist with data entry in customer interface softwares;
- Operate the forklift to load and unload trucks and store away products;
- Additional tasks as assigned by the branch manager;

Job requirements

- Strong computer skills, specifically Microsoft Excel, Outlook & Databases. Experience with an ERP system will be considered an asset;
- Excellent communication and inter-personal skills, bilingualism will be considered an asset;
- Ability to work well under pressure and to meet deadlines
- Ability to coordinate a multitude of tasks
- Ability to work with minimal supervision
- Knowledge of the mining industry will be considered an asset but not required;
- Experience/Ability to operate a sit-down propane forklift;
- Ability to work safely and in compliance with the company policies and the Occupational Health and Safety Act

We offer competitive salary and employee benefit packages.
Only the qualifying candidates will be contacted for this position.

Send your resume to: careers@timeltd.ca

TIME is committed to complying with the Accessibility for Ontarians with Disabilities Act and its regulations, and the Ontario Human Rights Code throughout the entire employment cycle. If you require an accommodation, please inform us and we will work with you to meet those needs.