

INSIDE SALES COORDINATOR



Make a career with us, we help people walk through walls!

Do you want to join a dynamic team?

We are looking for an Inside Sales Coordinator Canada. Masonite Architectural, a leader in the manufacturing of high-quality wood doors and frames, seeks excellence and quality both in the manufacturing of products and in the management of its personnel. The company's high standards create a safe work environment where your work and skills will be properly recognized. You will be able to grow with the company in a rewarding environment where all doors are open to you!

More specifically, your role will consist of ...

- Analyze requests for quotes or orders received from customers and process them considering manufacturing quotes, specifications, and limitations.
- Ensure rapid processing to meet demand while performing quality control of processing and service.
- Acquire a very good knowledge of the technical characteristics of our products to provide technical assistance to customers on them and their special applications.
- Be a reference for our distributors and ensure an always impeccable customer experience.

WORKING CONDITIONS

- Full time, 40 hours per week
- Remote work
- The salary will be representative of your qualifications and/or experience.
- Group insurance plan including dental, with 70% employer contribution
- Retirement plan with generous employer contribution

REQUIREMENTS

- You have technical training and/or have acquired relevant experience.
- You are autonomous, meticulous, logical, and blessed with analytical skills.
- You have communication skills and like challenges.
- You are ideally bilingual (French and English) to easily communicate with all our customers across Canada
- You are proficient in Office suite software.
- Knowledge of wood, door construction and/or hardware, an asset.

