



FASTSIGNS of Toronto • 12-2700 Dufferin Street. • Toronto, ON M6B 4J3 • 663@fastsigns.com • Tel: 416 487 3393 • Fax 416 487 2929

Job Title: Inside Sales Representative

Job Location: 2700 Dufferin Street, Unit 12

Type of Employment: Full Time

List and/or Summary of Main Responsibilities:

As an ISR, you will use your experience and skills to follow up with leads and ultimately close business. You will serve as the first point of contact for walk-in, email, and telephone customers. You will prepare estimates and work orders and execute various marketing programs while providing exemplary customer service, building relationships, and using consultative selling when dealing with customers.

Our ideal ISR is an outgoing, organized, and motivated individual who is seeking a leadership role. If you love managing jobs, working with clients to meet their needs, and working on the sales aspect of a job we encourage you to apply!

RESPONSIBILITIES

- Develop a strong understanding of the sign industry products/services and terminologies
- Sells consultatively and makes recommendations to prospects and clients using various products and Brand Standards
- Track, follow-up and close leads
- Prepares estimates and establishes/maintains estimate follow-up procedures
- Communicates with customers on order status and changes in the production schedule
- Maintains an attractive retail environment (clean, organized, and functional)
- Helps as needed with reports, close-out, invoices, and required paperwork
- Answer phone calls and consult with customers to determine project needs and solutions. Follow up with the supervisor to confirm project details.
- Run credit cards for deposits/final payments and email invoices.
- Maintain accurate records of all sales and prospecting activities.
- Establish and maintain effective team relationships with all support departments.

The ideal candidate will be self-motivated, with problem-solving skills who pays very close attention to accuracy and detail. Comprehensive training in all aspects of this position will be provided.

Salary/Wage: To be negotiated

Contact Info & How to Apply: Email dan.garvey@fastsigns.com with your resume