

520 Boxwood Drive, Cambridge, Ontario, Canada N3E 0A6
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Knapp Fasteners Inc. is a privately owned fastener distributor located in Cambridge Ontario. Since its establishment in 1987, Knapp Fasteners has strived for exceptional service and going the extra mile for all our customers. We set high standards for ourselves and are proud to be an ISO 9001:2015 certified company. Knapp Fasteners offers a welcoming and respectful environment, company gym, competitive wages, group benefits and an RRSP savings plan.

We are looking for an enthusiastic and personable team player to join our order desk as an **Inside Sales Representative**. You would be responsible for preparing customer quotations, executing sales orders, resolving order issues, and ensuring proper inventory is maintained for existing and upcoming orders.

Location: 520 Boxwood Dr. Cambridge, Ontario N3E 0A4

Schedule: Monday- Friday 8:30 – 5:00

Hours: 40 hrs/wk

The Nuts and Bolts of What You'll Be Doing

- Build quality relationships with clients and suppliers to maximize the client experience
- Quote clients for potential orders in a competitive and timely manner
- Process client purchase orders and confirm details
- Maintain information regarding open purchase orders and communicate any changes with our clients
- Inquire about current client's fastener requirements and new opportunities to supply other products

What You Bring

- Post-secondary education in Business, Administration or similar program or experience in fastener sales
- Engaging and positive approach to provide helpful customer service
- Excellent communication and problem-solving skills
- Ability to demonstrate strong organization and attention to detail
- Proficient with Microsoft Suite including Office, Outlook and Excel
- Experience in sales is an asset
- Fastener knowledge is an asset
- Bilingual in French is an asset

What It Takes to Succeed

- A winning attitude with a commitment to quality and service
- Respect for others
- Dedicated and hard-working
- Honest and a positive attitude
- Results-focused
- Commitment to confidentiality

If you are interested in this position, please send your resume and cover letter to hr@knappfast.com

We welcome applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.