



E.B. Horsman & Son
The Electrical Distributor of Choice!

Helping Communities Thrive Since 1900

E.B. Horsman & Son Job Opening

Company: E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta and Saskatchewan, and we are consistently recognized as one of Canada's Best Managed companies. We take pride in attracting and retaining excellent people with our strong culture, engaging work, growth opportunities and competitive rewards package. We believe in sharing our success with our employees by offering a profit share program and your birthday off!

We have an exciting career opportunity that you don't want to miss!

We are currently seeking to fill a **Customer Service - Inside Sales** position for our **Victoria Branch**.

Customer Service - Inside Sales representative is responsible for maintaining and building positive relationships with customers and suppliers through generating accurate quotations, sales orders and returns that align with organizational sales targets. This role works closely with Outside Sales and/or the District Branch Manager to provide excellent customer service, prevent potential issues and monitor ongoing projects.

On a day-to-day basis, you will be expected to...

- Provide excellent customer service and ensure quality control
- Perform and collaborate in a team environment
- Generates accurate quotations
- Order entry and project management
- Assist with stock monitoring and handle discrepancies, as required
- Coordinate shipping and returns
- This position will also be a back-up for the counter staff, as required

What you will bring...

- High School completion
- 3 years of sales and customer service experience
- 2+ years of electrical/lighting industry experience in a similar role
- Electrical/lighting product knowledge is a must
- Intermediate computer skill with proficiency in MS Office & the ability to learn new software programs

The successful candidate will possess the following qualities...

- Excellent verbal and written communication skills
- Ability to work through interruptions
- Must be able maintain a professional and position phone demeanor
- Thrive in a fast paced environment with competing priorities
- Takes initiative to continuously improve skills and knowledge.

Hours of Work: Monday-Friday, daytime shift.

How to Apply: If you believe your skill set matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please email HR@ebhorsman.com and/or log onto www.ebhorsman.com/careers.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.