



Subsidiary of Federal Signal Corporation

## **WHO WE ARE:**

As the leading distributor of public works equipment, Joe Johnson Equipment (JJE) provides mobile infrastructure-maintenance equipment to municipalities and contractors across Canada and the US. Through our branch network, we sell, rent, lease, service and support Vacuum Trucks, Refuse & Recycling Collection Vehicles, Street Sweepers, Snow Removal Equipment, Mowing Equipment, Ice Resurfacing Equipment, Sewer Cleaners and Inspection Cameras.

JJE is a dynamic and growing organization, focused on maintaining an Employer of Choice culture that is committed to providing challenging and rewarding career opportunities. JJE employees enjoy competitive compensation packages, robust group benefits and an opportunity to grow professionally within a supportive and stable work environment.

JJE is a proud subsidiary of Federal Signal Corporation.

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## **INSIDE SALES SPECIALIST**

**POSITION:** Inside Sales Specialist (Tier 2 Parts)

**LOCATION:** Innisfil, Ontario

**POSITION TYPE:** Full Time (Monday to Friday)

### **POSITION SUMMARY:**

The Inside Sales Specialist (ISS) will be responsible for providing support and performing administrative activities for a team of outside Customer Service Representatives (CSRs) for the Tier 2 Parts product lines. They will collaborate directly with the CSRs and VP of Sales to execute on the end-to-end sales processes, contributing to the overall parts strategies and objectives. This position will report to the VP of Sales.

### **POSITION QUALIFICATIONS:**

- 2+ years' experience in a related position
- Administration, Automotive Business, or related diploma
- Knowledge or exposure to equipment parts and some mechanical aptitude considered an asset
- Exceptional organization, customer service and communication skills
- Highly proficient with Microsoft Office programs, especially Excel
- Experience using a Customer Relationship Management (CRM) system
- Bilingual (English/French) asset
- Attention to detail and willingness to learn
- Ability to work effectively within a fast-paced environment and meet deadlines
- Self-directed and positive attitude

### **SPECIFIC ACCOUNTABILITIES/DUTIES:**

- Prepare and provide timely and accurate Tier 2 parts quotations as requested by CSRs
- Update CSRs on equipment sales activities including upcoming deliveries, demonstrations, equipment pipeline and tradeshow



705.733.7700



[jjei.com](http://jjei.com)



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- Conduct order entry for all new Tier 2 parts sales orders
- Conduct product research to source/locate Tier 2 parts
- Liaise with tier 2 manufacturers as required and escalate pricing/availability issues to Manager
- Provide all required information to stakeholders throughout the sales process and follow up/update as necessary
- Participate in regular team meetings to provide status updates
- Prepare reports or presentations and participate in other project work as assigned
- Complete training as required to ensure up to date product knowledge
- Support other sales/parts activity as required

### **WHY JOIN OUR TEAM?**

- Opportunities for Professional Growth, Training and Career Development
- Competitive Compensation Packages
- Retirement Savings Plan
- Fully-Paid Group Benefits inclusive of Health, Dental, Disability, Life Insurance and Out of Country coverage
- Employee Assistance Program (EAP) and Employee Wellness Programs
- Exceptional Team Culture with Best-in-Industry People
- Safety-Focused Environment
- Premium Product Lines
- Progressive IT tools and systems
- Charity of Choice Support
- Employee Social Events

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If you are looking for a new and exciting career opportunity, then we welcome your application. JJE provides a dynamic work environment and an opportunity to grow with us. We are an Equal Opportunity Employer and we encourage applications from all qualified persons, however only those who are being considered for the position will be contacted.

If you are contacted for an interview and require any accommodation, please notify HR in advance and we will strive to provide applicable accommodation.

### **HOW TO APPLY:**

**Please send a cover letter and resume to Human Resources**  
**Please use "Inside Sales Specialist" as subject line**  
**Email: [careers@jjei.com](mailto:careers@jjei.com)**



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