

Sales Associate

Contact

Diamond Doors
400 Airport Drive
Winkler, MB
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DiamondDoors.com

About the Company

Diamond Doors is a family run business manufacturing quality, custom bi-fold doors engineered for convenience, innovation, and longevity. We serve the agricultural, aviation, and commercial industries.

Founded in 1998, our company is well established and continues to grow. We recognize the value in long term employees and hope to provide an environment where our staff can grow with us, treating them with dignity, respect, and value.

Who We Need

Responsibilities

- Effectively manage incoming sales calls and emails.
- Work closely with sales and engineering departments to complete tasks.
- Identify and assess customers' needs and respond with accurate information.
- Participate in multiple trade shows throughout North America.
- Perform sales related tasks in a timely manner which includes quoting, follow up, and processing sales orders.

Required Skills

- Strong interpersonal and communication skills.
- Effective time management skills.
- Proficiency with Windows 10 and Microsoft Office 365.
- Ability to manager multiple tasks with differing timelines.
- Basic understanding of mechanical and electrical concepts.
- Strong phone contact handling skills and active listening.
- Previous sales/customer service experience.
- Familiarity with CRM systems and practices.
- Ability to multi-task, prioritize, and manage time effectively.
- High School Diploma.

Benefits

Diamond Doors offers a challenging and rewarding work environment with a competitive wage and benefits package.

How to Apply

Applicants with high standards and a strong work ethic are encouraged to send their resume and covering letter to HR@DiamondDoors.com or in person to the contact address.

Only those selected for an interview will be contacted.