

Lynch Fluid Controls Inc. is a manufacturer of high quality fluid power components located in Mississauga, Ontario. We were established in 1987 and have been gaining recognition in many countries as a source of fluid power products.

From our home in Mississauga, we design, manufacture and export hydraulic manifolds, valve systems, electronics and a growing selection of products that have been created by our first class team. Our exclusive distribution arrangement with Sun Hydraulics has been the backbone in our manifold manufacturing division. We have been able to take cartridge valve integration to a new level, and are now suppliers to many well recognized fluid power establishments and OEM's. We now routinely design manifolds for the world market that interface with many manufacturers, fluids, materials and applications.

We are growing and currently looking for an **Inside Sales Representative** to join our dynamic team. If you are a positive and driven individual with a passion for quality and a desire to make a positive impact to the success of our company, then we want to hear from you!

#### **JOB SUMMARY:**

The Inside Sales representative is responsible for taking orders on the phone, promoting Lynch Fluid Control products and services.

#### **RESPONSIBILITIES:**

- Generate revenue and create new business while maintaining existing relationships
- Develop accounts
- Reports and presentations as required
- Respond to internal and external inquires via phone, e-mail and fax
- Record keeping – customer feedback, inquiries, etc.
- Facilitate phone calls from customers and outside sales in a pleasant and efficient manner.
- Provide assistance to customers and field sales for quotes, pricing and expediting.
- Work with all Inside and field sales to serve the customer and grow sales and GM.
- Enter Orders & Quotes in a timely and efficient manner
- Work in a professional manner to resolve customer's problems and issues, using all the available resources at hand.
- Provide customers with accurate price, delivery and technical information upon request.
- Provide assistance to others in areas of specialized product or technical knowledge.
- Meet, communicate and cooperate with vendor sales representatives.
- Encourage vendor participation in the support of customer needs.
- Assist Central Purchasing (Our SCM) to insure customer orders are placed quickly and accurately.
- Communication with Engineering and Production Control
- Respect confidentiality and intellectual property as per company by-laws
- Maintain professionalism in all job related activities

**ACADEMIC/EDUCATIONAL REQUIREMENTS:**

- College Diploma in Engineering/Business or related field
- Fluid Power certificate/experience is an asset

**REQUIRED SKILLS/EXPERIENCE:**

- At least 3 years experience in a similar role, ideally in a hydraulics sales focused organization.
- Familiar with hydraulics product knowledge and willingness to learn all product lines
- Excellent oral and written communication skills
- Outstanding organizational skills with an ability to balance multiple projects
- Experience in the Hydraulic marketplace a definite asset
- Computer savvy- working knowledge of Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)
- Self motivated and autonomous work ethic
- Excellent closing ability
- Experience with SAP BAiO and/or SAP Version 4.6C or later an asset
- French or Spanish language skills an asset

**WORKING CONDITIONS:**

- Must be able to wear appropriate foot and eye protection when necessary

Must meet requirements of Canadian Controlled Goods Program (CGP)

**\*\*\*\*\* PLEASE SEND YOUR RESUME IN PDF FORMAT ONLY**

*Lynch Fluid Controls is proud to be an equal opportunity workplace. Our goal is a diverse, inclusive, and barrier-free workplace. We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act. If you are a person with a disability and need the job posting in an alternative format or any other accessible accommodations during the hiring process, please send your request to our Human Resources department.*