



**JOB TITLE:** Inside Sales Representative - Full Time

**BUSINESS UNIT:** Metroland West, Advertising - Waterloo Region Record, 160 King Street East, Kitchener, Ontario N2G 4E5

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The Waterloo Region Record currently has an opening for a full Inside Sales Representative.

**KEY ACCOUNTABILITIES**

- Create and implement new inside sales features with a multimedia approach
- Prospecting, selling, follow up order entry, artwork design and proofing to final customer satisfaction
- Making a minimum of 100 calls per day initially until a solid client list is developed
- Prospect and develop accounts by researching local businesses and advertisers' marketing by utilizing competing publications, social media, digital products, and any dormant accounts
- As part of this role, you will be required to handle credit card information. Metroland Media is PCI compliant company, and requires people in this role to take PCI training to handle cards in a safe and compliant manner

**WHAT WE'RE LOOKING FOR**

- Degree or Diploma in Business, Marketing or in related field
- Minimum 1 year of experience in both sales and customer service
- Experience with implementing sales and marketing practices across a broad spectrum of platforms
- Strong customer focus with excellent sales presentation skills
- Self-starter with the determination to be successful and possess the ability to work with and exceed targets
- Effective communication, both written and verbal and a competent listener
- Excellent organizational and time management skills
- Ability to make quality decisions in a fast-paced, deadline-oriented environment
- Creative thinker that is comfortable with learning on the fly

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

If this sounds like a fit for you, please apply by **November 16, 2017**

**Internal Candidates** apply to our internal posting portal on *MyMetNet* under *My Career*

**External Candidates** please apply to our external posting portal: <https://careersen-metroland.icims.com>

Thank you for your interest. Only those candidates selected for an interview will be contacted.