



PROJECT COORDINATOR/COUNTER SALES REPRESENTATIVE (DARTMOUTH, NS)

Security Products Industry

WHAT'S THIS ABOUT?

On behalf of our client, we are seeking a Project Coordinator/Counter Sales Representative. The ideal candidate will have strong attention to detail, exceptional customer service skills, and solid organizational abilities, along with experience using computer-based sales systems and processes. A friendly, positive attitude, the ability to multitask, and a drive to exceed customer and company expectations are highly valued. Comprehensive product and role-specific training will be provided.

Your responsibilities will include assisting customers both by phone and at the sales counter, estimating pricing for customer projects, preparing job-specific submittals for client approval, processing transactions using computer systems, managing product sourcing and coordinating delivery timelines, identifying opportunities to grow business, handling daily branch functions—including loading/unloading, arranging deliveries, managing customer pickups, picking orders, stocking, and general upkeep—developing a strong understanding of the company's product offerings, and collaborating with and supporting all branch staff.

ABOUT YOU

- Excellent verbal, written, and presentation communication skills
- Meticulous attention to detail
- Strong customer service orientation
- Proven organizational abilities
- Proficiency with computers
- Friendly and positive demeanor
- Ability to multitask and handle various responsibilities
- Self-motivated with a strong drive for success and growth
- Physical ability to lift up to 50 lbs and perform repetitive tasks
- Valid driver's license and reliable transportation preferred

ABOUT US

- Competitive salary and benefits package
- Monthly and annual bonus opportunities and commissions
- RSP program
- Full-time: Monday to Friday, 8:00am to 4:30pm
- Opportunities for long-term career growth in a supportive work environment

IS IT YOU WE'RE LOOKING FOR?

Email Andrew Diotte-Lyles with the position in the subject line.

Attach your complete resume.