



## Sales Assistant General Coach Canada – Hensall, ON

General Coach Canada is a 100% Made in Canada manufacturer of one of a kind park model RVs, rental cabins, mobile homes, theatrical trailers and exclusive commercial units. We proudly offer our customers the best warranty in the industry, along with a service department that strives to go beyond the expected.

We are currently seeking an innovative and customer service oriented Sales Assistant to join our team in Hensall. This is a full-time position. The Sales Assistant will be responsible for providing prompt, courteous and knowledgeable service to clients and customers. Entry of quotes, preparation of sales material and maintenance of the company website.

### Core Competencies

- Computer Skills
- Customer Focus
- Takes Initiative
- Accountable and Dependable
- Creative and Innovative Thinking
- Adaptable / Flexible
- Team Work

### Job Duties

- Assist and advise customers in selection of units.
- Ensure accuracy in the preparation, submission, and follow-up of quotes.
- Maintain a high level of product and service knowledge.
- Provide exceptional custom service to existing customers; managing the customer relationship from execution through delivery.
- Maintain company website.
- Performs other duties as required.

### Qualifications

- Post-Secondary education in Sales, Marketing, and/or Business.
- 2+ years' experience in Sales - preference given to those who have architectural knowledge.
- Attention to detail and a high degree of accuracy.
- High level of proficiency with Microsoft Office, ERP Software, Photoshop and Publisher.

Join a great team that defines the manufacturing industry.

Interested applicants please e-mail resume to: [ccostello@generalcoachcanada.com](mailto:ccostello@generalcoachcanada.com)  
Please include in the subject line the position you are applying for.

*General Coach Canada is an equal opportunity employer that welcomes a diverse workforce. We are dedicated to building a workforce that reflects the diversity of the community in which we live.*