Inspired by Architecture

**Sales Administration**

We’re looking for a Sales Administrator who can support our sales team and ensure smooth operations. If you have a proven track record in the building materials sector, we’d love to hear from you.

**Key Responsibilities:**

* Manage and process sales orders, quotations, and customer inquiries
* Provide administrative support to the sales team, ensuring timely follow-ups and accurate documentation
* Collaborate with production, logistics, and finance teams to ensure order accuracy and on-time delivery
* Maintain customer database and track sales metrics
* Assist with product pricing, inventory tracking, invoicing, receipt management and order management

**Qualifications:**

* 2+ years of experience in a sales admin role, preferably in the commercial building materials, landscape or construction industry
* Strong organizational skills with the ability to multitask and prioritize
* Proficient in MS Office and Salesforce CRM software.
* Excellent communication and interpersonal skills
* Knowledge of the building materials market and customer requirements
* Most clients are English speaking but working use of French would be an asset.

**Why Join Us?**

* Competitive salary and remote/work from home flexibility.
* Opportunity for growth and professional development
* Dynamic and supportive team environment

If you’re passionate about supporting sales teams and have a solid understanding of the building materials industry, apply today!

Please note there will be the requirement to travel to the USA for product training so you must have a valid and current passport.

If you feel you are an ideal candidate for this role, please send your resume with cover letter with a summary of why you are qualified to [chris@iba-inc.com](mailto:chris@iba-inc.com).

Feel free to email or call with questions 613-329-7911. [www.iba-inc.com](http://www.iba-inc.com)