



# Olympic International

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## HVAC Parts and Supply

352 Harbour Avenue  
North Vancouver, BC  
V7J 2E9

Wholesale distributor of equipment and parts to the HVAC & Refrigeration trade.

*Inside Sales Representative* will be responsible for sales of HVAC parts, equipment, and supplies over the phone and over the counter.

Duties and responsibilities:

- Provides technical support to customers.
- Answers customer calls and identifies parts.
- Actively makes customers aware of product promotions.
- May load and unload shipment of parts, supplies, and equipment.
- Receives and processes customer orders.
- Maintains supplies inventory by recording quantities used and determining supplies needed.
- Practices safe material handling techniques.
- Generates invoices for counter sales orders.
- May be required to participate in after-hours customer service.

Skills and Qualifications

- Possesses excellent customer service skills.
- Demonstrates an understanding of effective selling methods.
- Be energetic and self-motivated. Maintain a business-like manner.
- Possesses knowledge of HVAC systems and the ability to demonstrate and discuss with customers.
- Have a working knowledge and complete understanding on how to process orders, quotes, credits, and back orders on the computer.
- Understands basic inventory, warehousing and stocking procedures.
- Must be able to handle multiple tasks. Works easily with others in a high paced work environment.
- Demonstrates effective communication skills (verbal, written, and listening).
- Dedicated to continuous improvement. Possesses basic Microsoft Office skills.
- Must have or be able to obtain a valid Class 5 driver's license.

Not just a job, a career opportunity! We know that talented people are essential to maintaining our success in the future. We will provide an environment where employees leverage their skills, talents, experience and interests to grow professionally and build rewarding careers.

Please send your cover letter and resume to [parts@olympicinternational.com](mailto:parts@olympicinternational.com)

We would like to thank all applicants for their interest; however, only those selected will be contacted.