



Diamond Financial Services

5115-48th Street, Yellowknife, NT X1A 1N5

is currently seeking a

Full-Time SALES / ACCOUNT REPRESENTATIVE

Responsibilities and duties:

- responsible for all aspects of sales, services, and inventory
- promote sales and services to incoming and existing clients; update customer accounts
- prepare and oversee preparation of sales, estimate on quote prices, credit, contract terms, and delivery dates; receive payments and refunds
- consult clients after services to resolve problems and to provide ongoing support
- review and adapt to information regarding products and services; answer inquiries from customers

The successful applicant will need completion of college or technical training with a minimum of two years experience, be able to work quickly and accurately, demonstrate attention to detail as well as display excellent organizational skills, and be computer literate.

Salary range is \$16.00 to \$18.00/hour, 40 hours/week. Additional health, dental, and travel benefits also included.

Please fax your resumé with cover letter to (867) 766-2018.