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## Job Outline for Sales Assistant

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July 20, 2018

Reporting directly to the Director of Business Development, the Sales Assistant will be responsible for assisting in all Sales related functions. The Sales Assistant will possess strong organizational and problem solving skills and also be capable of responding quickly to the ever-changing needs of the company in a professional manner.

### Job Overview:

- Answer and address customer service calls as necessary
- Generate sales quotes for potential customers
- Enter Sales Order Entries, Credit Memos, and RMA's
- Develop customer Delivery Schedules
- Enter and follow-up on Customer Non Conformances
- Work with production personnel to sort out any schedule, prioritizing and/or quality issues
- Receive calls pertaining to parts, service, warranty, and customer inquiries and/or complaints
- Manage forecasts, quoting, order process, and product returns
- Generate costing reports for sales margins
- Speak, listen and write in a clear and timely manner using appropriate and effective communication tools and techniques
- Attend trade shows and industry conferences as requested
- Attend Production Meetings
- Perform other tasks as assigned by Director of Business Development, and ensure all tasks are performed with the highest regards for Safety as outlined in our Safety Manual

### Requirements:

- Minimum of 1 year office experience
- Experience managing a wide variety of priorities in a fast paced environment
- Positive and co-operative team player
- Capable of working with minimal supervision
- Must be accurate and detail oriented
- Must be proficient in Microsoft Word and Excel
- Agricultural background is preferred
- Maintain a calm and composed demeanor in high pressure situations
- Excellent organization skills and the ability to communicate effectively with customers

### Why Work With S3?

*Challenge, variety and opportunities to grow are characteristic of every position at S3. We also provide:*

- Competitive salary
- RRSP
- Advancement opportunities
- Comprehensive benefits package
- Educational & wellness allowances
- Challenging, respectful work environment

Please apply by email to [careers@S3mfg.com](mailto:careers@S3mfg.com).