



***Position:***

Assistant Sales Administrator

***Location:***

Fredericton, New Brunswick

***The Company:***

BrunNet is a leading technology solutions provider focused on enabling our customers to realize the full value of their IT assets. Established in 1995, we continue to combine superior IT services with the latest technologies to help our clients reduce costs and risks associated with managing their mission critical data.

Based in Fredericton, BrunNet has developed into one of the premier IT Managed Service Providers and Value-Added Resellers in Atlantic Canada. BrunNet has been named a Top 100 Solution Provider in Canada by the Computer Dealer News every year since 2015.

The company has an immediate opening for an Assistant Sales Administrator to meet the demands of an expanding client base.

***Job Responsibilities:***

- Work with the Sales Administrator to accurately complete the order process; this includes entering orders, placing purchase orders with distributors, receiving & billing orders, tracking ETAs and sending invoices to customers.
- Contact clients as needed to ensure payment of outstanding invoices.
- Maintaining and updating sales and customer records.
- Contacting customers by phone or email to answer queries and obtain missing information.
- Work with the Account Executives and Service Manager to create tickets and allocate hardware for orders that need to be setup.
- Complete required sales reports for manufacturers and customers.
- Perform general office administration duties or project-based duties as assigned.

***Qualifications:***

- Strong knowledge of Microsoft Office (Outlook, Word and Excel)

- Strong written and verbal communication skills (Bilingualism is an asset, but not required).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Completion of post-secondary education (or equivalent experience) in Office Administration and/or Accounting.

***Compensation:***

Salary and benefits are negotiable and will be reflective of experience. BrunNet offers:

- A Competitive Health Plan
- RRSP Matching
- Continual Training
- Career Advancement
- Exceptional Team Environment

To apply in confidence, please send a copy of your resume to: [careers@brunnet.com](mailto:careers@brunnet.com).