



QUADRO COMMUNICATIONS CO-OPERATIVE INC.

1845 ROAD 164 P.O. BOX 101
KIRKTON, ONTARIO N0K 1K0

PHONE: 1-519-229-8933

FAX: 1-519-229-8998

EMAIL: q.hr@quadro.net

Business Solutions Representative

Quadro Communications Co-operative Inc. is a solution oriented Telecommunications company providing mobility, telephone, digital television, internet, computer repair, networking and business services.

As a Co-operative, Quadro Communications is committed to enriching our customers' experience with personal service and innovative products, while fulfilling the evolving needs of our customers.

We are currently seeking a full-time Business Solutions Representative who enjoys advancing technologies and has an interest in sharing this interest with other businesses. You will develop new sales through prospecting efforts while supporting existing customers within Quadro's operating territories. This demanding position requires an individual that is customer focused, responsive, sincere, flexible and supportive. You are goal-oriented and are self-driven, with superior time management skills. You have a background in telecommunications with a good technical understanding of how communications products work. Excellent problem solving skills are required, coupled with the ability to use all office based software including our organizations specialized billing platform.

Responsibilities include but are not limited to:

1. A primary focus on promoting and selling Quadro's services and products to business customers through on the road prospecting and cold calling, and providing exceptional customer service to existing customers.
2. Prepare and present proposals and quotes to customers based on needs analysis and follow up in a timely manner.
3. Provide after sales training and support.
4. Develop and manage relationships through networking and tradeshow attendance.
5. Perform administrative functions related to each sale.
6. Make recommendations for new product or service offerings to support reliable and cost effective solutions.

Required Attributes to Perform this Job Successfully:

1. Prior sales experience in a telecommunications position.
2. Demonstrated success as a top sales performer in a telecommunications position.
3. Flexible to work a variety of shifts which are scheduled based on the customers' needs.
4. Post-secondary education in a business, marketing, communications or related field, or equivalent experience.
5. Service oriented approach, flexible and proactive towards changing clients' needs.
6. Determination to reach challenging goals and create business opportunities.
7. Keep current with market trends and new developments utilizing information for business improvement.
8. Actively develop commercial initiatives.
9. Open and clear communicator with good interviewing skills to determine customers' needs.
10. Set goals, deadlines and plans to effectively deliver.
11. Recognize problems, reacting quickly and effectively to resolve them.
12. Adheres to all company policies, adoption and/or changes to policies.
13. Passion to learn and improve performance and expand extra effort through continuing education.
14. Demonstrated proficiency in a Windows PC environment, combined with demonstrated keyboarding and data entry abilities; proficient within the Microsoft Office Suite including Word, Excel and Outlook.
15. Ability to work from all Quadro locations.

The Business Solutions Representative position offers a base salary plus commission compensation and a generous benefit package based on a flexible 37.5 hr work week. If you have these qualifications and would like to be part of a progressive team, please email your cover letter and resume to q.hr@quadro.net quoting Business Solutions Representative in the Subject of the email.

Quadro Communications is committed to creating an accessible environment and will accommodate disabilities during the selection process. Please let your recruiter know during the selection process of any accommodation needs. We thank all those that apply but only successful applicants will be contacted for an interview.