

VICTORIA JOB POSTING: SALES & ADMINISTRATIVE REPRESENTATIVE

Retail / Admin / Part-Time / Casual

Job Title

Sales & Administrative Representative

Position Summary / Opportunity

As a Sales & Administrative Representative with Moose Mobility at our Victoria location, you will have the opportunity to engage with our customers on a daily basis. You will be able to hone your customer service and sales skills. Your days will include assisting in-store customers, answering phone calls and emails, inventory management, and product education. As part of the team, you will engage and collaborate on creative processes and new projects. On-site and virtual training will be provided.

About Moose Mobility Scooter Corp.

Company Mission Statement: "To open the doors of opportunity for our customers to live life to the fullest through the best service and products we can provide."

About Our Brand: Why Moose? We choose to incorporate moose into our company name because the moose is an iconic Canadian symbol which reflects that we are a fully Canadian company, for Canadians. Not only that but we love how dynamic the moose is. It is a big and fierce animal, yet also timid and shy. It is powerful yet has so much mobility. It can jump over a fence and yet it can walk through a lake and not disturb the lily-pads. This represents the kind of mobility we want to encompass. Our goal is to empower customers to believe that they can have mobility and do the things that bring them joy no matter what circumstances they currently live in.

Duties & Responsibilities

- Assist customers in-store and over the phone
- Daily answer phone calls and answer emails
- Complete work orders and invoices
- Inventory management
- Become knowledgeable about our product offerings and services
- Maintain store displays and cleanliness
- Track rental unit in and outs

Traits & Skills

- Strong ability to work independently
- Strong attention to detail
- Excellent problem-solving skills
- Creative thinking
- Ability to collaborate with a team
- Strong desire to learn
- Time management and organizational skills
- Enjoy working with people

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Qualification Requirements

- High school diploma as minimum education
- Experience in retail and/or administration is an asset
- Experience using Quickbooks is an asset
- Proficient in Microsoft Office (primarily Word, Excel, and Outlook)
- Knowledge or industry experience is an asset, but not required

We Offer

Competitive wages based on experience.

Benefits.

Part-Time & Casual Position Options Available.

To Apply

If you are interested in this position, please submit your resume and cover letter.

Email to kat.w@moosemobilitymedical.com