



Internal sales intern

Description :

Ver-Mac is a leading manufacturer of mobile signaling, security and lighting equipment. Ver-Mac manufactures, among others, variable message signs, traffic arrows, speed signs, temporary traffic lights, speed sensors, lighting towers and surveillance platforms. With its JamLogic software, Ver-Mac enhances its offer by providing automated, real-time traffic management solutions to improve the safety of workers and road users and promote mobility.

A family business founded in 1957, Ver-Mac has been led by Sandra-Lee McBain and Whitney Richardson for more than 30 years. More than 300 employees contribute to the company's success every day at its plants in Quebec City, Canada (Head Office) and Houston, USA.

Omnipresent in the Canadian and American markets, Ver-Mac products are also distributed internationally in the United Kingdom, Australia, New Zealand, United Arab Emirates and in several African and South American countries.

The Ver-Mac team is proud to offer innovative, eco-responsible and high-performance products. Ver-Mac's fully vertically integrated production plants and research and development department allow the company to market products and solutions that meet the industry's highest standards as well as the specific needs of its clientele.

Under the supervision of the Internal Sales Manager, the Internal Sales advisor will be responsible for managing new orders by ensuring the validity of all the information received from customers and vendors.

Main responsibilities:

- Process customer orders by entering them into the system ;
- Contact internal and external customers in order to obtain all the necessary information to process the orders ;
- Manage orders to be released to production so that they are produced on time ;
- Determine priorities based on the orders received ;
- Act as the intermediary between the sales team and production: confirm order status, provide customer history information ;
- Act as the intermediary between customers and production for quotes or plans requests.

Required skills :

- DEC in administration or in a relevant discipline
- 1 to 2 years of experience in a relevant position
- Bilingualism (French-English), the position being 90% in English
- Basic Microsoft Excel and experience with an ERP (asset)
- High level of attention to detail
- Excellent management of priorities

The benefits of joining the team:



VER-MAC^{MD}

- Sick leave available ;
- Drug, paramedical, disability and life insurance with possibility to include the dental option;
- RRSP with employer contribution;
- Free parking;
- Nearby public transformation during rush hours;
- Frequently organized corporate activities.