



Sales Representative (Business Services)

Posted by: Just Order Enterprises

Location: Burnaby

Salary: \$37 Per Hour

Job Details

Job ID

NCJ3437412

Posting Date : 16-Jan-2026

Expiry Date : 15-Jul-2026

Education : Secondary

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Sales Representative (Business Services)

Employer: Just Order Enterprises

Location: Burnaby, British Columbia

Employment Type: Full-time, Permanent

Hours of Work & Wage: 40 hours per week, \$37.00 per hour.

Start Date: As soon as possible

Number of Vacancies: 1

About the Company

Just Order Enterprises is a dynamic and customer-focused business services provider specializing in delivering high-quality solutions to clients across the Lower Mainland. We are committed to exceptional service, professional excellence, and fostering a supportive work environment.

Position Overview

We are seeking a motivated Sales Representative – Business Services to join our team. The successful candidate will be responsible for generating revenue through effective sales strategies, preparing and managing sales contracts, and maintaining strong client relationships.

Key Responsibilities

- Identify and solicit potential clients to promote company services.
- Prepare accurate estimates and quotes, including pricing, contract terms, warranties, and delivery expectations.
- Oversee preparation of sales contracts and ensure accuracy.
- Follow up with clients after sales to provide ongoing support and service.
- Maintain accurate records of sales activities and client interactions.
- Utilize electronic mail and MS Office applications to support sales operations.

Required Qualifications

Education:

- Secondary (high) school graduation certificate or equivalent.

Experience:

- Minimum 1 year to less than 2 years of experience in sales or related field.

Skills & Abilities:

- Strong interpersonal and client-focused communication skills.
- Excellent organizational and time-management skills.
- Proficiency in Microsoft Office and email communication.
- Ability to work independently and as part of a team.
- Customer service-oriented, professional demeanor.

How to Apply

Qualified candidates should submit their resume and cover letter outlining relevant experience to
chloezhao@fantuan.ca

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: chloezhao@fantuan.ca

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