



ABOUT US

At Inspired by Architecture (IBA Inc.), we view every project as a unique opportunity to create something exceptional. Our dedication ensures that every detail of your project not only fulfills its purpose but surpasses all expectations.

What distinguishes us is our deep passion for design and construction. We approach each project as a canvas for innovation, blending functionality with artistry. We are proud to transform your ideas into reality, crafting spaces that not only meet your needs but also inspire admiration.

SALES ADMINISTRATOR

POSITION OVERVIEW

Are you ready to be an integral part of a dynamic sales team? As a Sales Administrator at Inspired by Architecture, you'll play a crucial role in supporting our sales team by managing and processing orders, quotations, and customer inquiries, ensuring smooth operations from start to finish.

This position offers you the flexibility to work from home, giving you the perfect balance of professional growth and personal time.

KEY RESPONSIBILITIES

- Manage and process sales orders, quotations, and customer inquiries
- Provide administrative support to the sales team, ensuring timely follow-ups and accurate documentation
- Collaborate with production, logistics, and finance teams to ensure order accuracy and on-time delivery
- Maintain customer database and track sales metrics
- Assist with product pricing, inventory tracking, invoicing, receipt management and order management



SPECIAL NOTE

Applicants should have a valid passport and be available to attend a 7-day training session in the USA.

As this role involves providing customer service across Canada and upstate New York, occasional travel may be required.

CONTACT

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📍 Kingston, ON

SALES ADMINISTRATOR

QUALIFICATIONS

- 2+ years of experience in a sales admin role, preferably in the commercial building materials, landscape or construction industry
- Strong organizational skills with the ability to multitask and prioritize
- Proficient in MS Office and Salesforce CRM software.
- Excellent communication and interpersonal skills
- Knowledge of the building materials market and customer requirements
- Proficiency in English is required, and working knowledge of French would be considered an asset.

WHY JOIN US?

- Competitive Salary
- Commitment to Excellence
- Cutting-Edge Projects
- Collaborative Environment
- Opportunity for Professional Growth
- Flexibility and Work-Life Balance

If you feel you are an ideal candidate for this role, please apply through our website www.iba-inc.com