



Atlantic Purification Systems Ltd.

Inside Sales & Support Person Dieppe, New Brunswick

Our well-established, family owned business serving the wholesale water industries (water treatment dealers, well drillers, plumbers, pump installers and sewage treatment installers), has an immediate opening for an energetic person to fill a fulltime inside sales position. As an essential member of our Moncton NB office & warehouse location, you will work directly in the New Brunswick marketplace and will perform various duties including but not limited to the following:

- Customer service and order processing for walk-in and telephone customers;
- Processing orders on behalf of the outside sales staff as needed;
- Preparing shipments for transport;
- Receiving shipments, completing paperwork and managing warehouse;
- Providing back-up to other sales staff as required;
- General office and warehouse tasks as required to process, ship & receive orders

The successful candidate will be capable of working independently on a wide variety of tasks in a sales office/warehouse setting. They will be customer oriented with excellent communication skills (both verbal and written) and they will demonstrate good judgment, a cooperative nature, organizational skills and the ability to deliver superior customer service while sometimes juggling several tasks at the same time.

Required Skills:

Basic computer skills including e-mail.

Education/training/previous experience:

The following would be assets:

- Product knowledge (pumps, water treatment and/or sewage treatment systems)
- Knowledge of shipping procedures
- Familiarity with local and domestic transport companies and couriers
- Forklift operation certificate/training
- Previous sales experience

Salary commensurate with experience. We thank all applicants for their interest; however, only those candidates selected for interview will be contacted.

Interested persons should reply in confidence to:

sales@aps.ns.ca or
APS/ DFS Wholesale
PO Box 877
Dartmouth NS B2Y 3Z5

Atlantic Purification Systems Ltd is a family owned sales and service business, situated in Dartmouth, NS, that has been successfully serving the municipal, industrial and commercial markets in Atlantic Canada since 1970. APS works with consultants, contractors, municipalities and industry to provide and support state-of-the-art equipment solutions for water and wastewater treatment, water quality analysis and testing, pumping and fluid handling, compressed air and painting & sandblasting. APS is also one of the primary distributors in Atlantic Canada of wholesale equipment to contractors and service companies involved in residential and commercial water conditioning. With the acquisition of Francis Delehantys Ltd. in 2010, APS has expanded their presence in New Brunswick with an office and warehouse that serves primarily the wholesale pump installer markets. For more information visit APS at www.aps.ns.ca