

**Sales Support Associate**  
**Advanced Glazings Ltd.**  
**Location: Sydney, NS**  
**Term: Full Time, Permanent**  
**Anticipated Start Date: As Soon As Possible**

### **About the opportunity**

At [Advanced Glazings Ltd.](#), We don't just manufacture and sell translucent glazing products for the building industry. We are in the business of helping our customers create "Better Buildings" for owners but also for the occupants who live and work in them and the communities in which they are an integral part of - It is why we are here!

While administrative tasks are an important part of the sales support process, our goal is to equip you with the knowledge and training to educate, engage and guide our customers on a unique, seamless and memorable journey with Advanced Glazings Ltd.

### **Qualifications**

We are looking for passionate, energetic and dynamic candidates who love working with people and are driven to meet personal and sales goals.

- Experience in a sales/account manager or administrative role (call center experience would be considered a major asset)
- Strong communication skills (verbal and written)
- People-driven personality
- Excellent time-management skills
- Excellent computer skills (Excel, PowerPoint, CRM)

### **Why Advanced Glazings Ltd.?**

We operate with a set of values that not only apply to our customers but each other. We value everyone's contributions to the company. We aim to create an environment in which everyone likes to come to work and enjoys the interactions they have with our customers and other team members. We take pride in the work we do and the relationships we establish.

### **About the Benefits**

Besides a total compensation package of between 34K and 38K you will also enjoy the following benefits:

- Group medical and insurance benefits after 6 months

### **How to Apply:**

Email your resume and cover letter to [careers@advancedglazings.com](mailto:careers@advancedglazings.com) (please be sure to specify: Quotations Specialist in the subject line)

*We thank all those who are interested in advance for applying for this position, however, only those selected for an interview will be contacted.*

To learn more about the company, visit <http://www.advancedglazings.com>