

# Sales Representative (Business Services)

**Posted By:** Just Order Enterprises

**Location:** Burnaby

**Salary:** \$34 Per Hour

**JOB ID :** RJ2000367

**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, \$34.00 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](mailto: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](mailto:chloezhao@fantuan.ca)**

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