



## **Sales Representative (Business Services)**

**Posted by:** Fantuan Technology Ltd.

**Posting date:** 14-Jan-2026      **Closing date:** 13-Jul-2026

**Education:** Secondary

**Language:** English

**Job location:** Burnaby

**Salary:** \$37 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1863422

### **Job description:**

Sales Representative (Business Services)

Employer: Fantuan Technology Ltd

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

Fantuan Technology Ltd., a leading tech company in Metro Vancouver, BC, is seeking a dedicated and experienced Sales Representative to join our team.

At Fantuan Technology Ltd., we believe in fostering a culture of innovation, collaboration, and continuous learning. If you are a proactive professional who thrives in a fast-paced environment and is eager to make a significant impact on our business operations, we would love to hear from you.

## 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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