

## **SALES DEVELOPMENT REPRESENTATIVE x2**

Nbsiing Power is seeking a motivated and detail-oriented Sales Development Representative to support our growing sales and business development activities.

This is an exciting opportunity to join a dynamic, Indigenous-owned organization operating in the electrical utility and procurement sector. Our work supports critical infrastructure projects across distribution systems, transmission networks, and substations.

In this role, you will play a key part in building and maintaining client relationships, supporting the advancement of sales opportunities, and contributing to the successful delivery of projects from initial inquiry through to completion. This position is well-suited for someone who thrives in a fast-paced environment, is highly organized, and enjoys working collaboratively to drive results.

At Nbsiing Power, we value not only professional experience but also lived knowledge and connection to community. We strongly encourage applications from individuals who bring an understanding of Indigenous communities, cultural awareness, and a commitment to respectful, relationship-based approaches in their work.

### **Position Details**

**Type:** Full-Time, Permanent

**Location:** Nipissing First Nation - North Bay Ontario Region - (Hybrid)

**Travel:** Occasional travel required, including overnight as needed and outside of country travel.

### **Position Overview**

The Sales Development Representative supports day-to-day sales activities and plays a key role in managing customer relationships, coordinating sales processes, and supporting business development efforts.

This is primarily an inside sales role, requiring strong organization, responsiveness, project management and the ability to manage multiple client interactions and opportunities at once.

Top performers in this role are highly organized, responsive, and able to build strong client relationships while supporting the progression of sales opportunities through the pipeline.

### **Key Responsibilities**

- Manage day-to-day customer inquiries, including RFQs, RFPs, and general service requests
- Prepare and submit quotations, proposals, and client-facing documentation
- Follow up on submitted quotations and proposals and support pricing discussions
- Track customer interactions and sales activity using CRM systems (e.g., Salesforce)
- Maintain accurate and up-to-date sales records and documentation
- Process purchase orders and coordinate with vendors and internal stakeholders
- Build and maintain strong relationships with Customers, suppliers, and partners
- Support business development activities and sales pipeline progression
- Collaborate with internal team members to deliver responsive, solution-oriented service
- Contribute to individual and team sales objectives

### **Qualifications**

#### **Education & Experience**

- Post-secondary education in engineering, business or a related field (preferred)
- Experience working with Indigenous communities, organizations, or partners, or a demonstrated understanding of Indigenous perspectives, cultures, and ways of working
- Knowledge of Indigenous cultural protocols, community engagement practices, and relationship-building approaches is considered an asset
- Experience in sales, customer service, procurement, or a related role
- Experience in the energy, utilities, or supply chain sector is considered an asset

#### **Knowledge & Skills**

- Strong communication and relationship-building skills
- Highly organized with strong attention to detail
- Ability to manage multiple priorities and deadlines
- Proficiency in Microsoft Office and CRM systems (e.g., Salesforce)
- Ability to work independently and as part of a team
- Ability to adapt to changing business needs

### **Working Conditions**

- Hybrid work environment (home and office-based)
- Regular in-office presence required based on operational needs
- Travel required, including occasional overnight travel and out of country travel
- Occasional after-hours work may be required

### **Total Rewards & What We Offer**

- Competitive salary
- Health and benefits package
- Flexible hybrid work environment
- Career growth and development opportunities
- Supportive, team-oriented workplace
- Opportunity to contribute to a growing organization
- Meaningful work supporting Indigenous economic development

### **How to Apply**

**Interested applicants are invited to submit their resume and cover letter to:**

**resumes@nbisiingpower.ca**

**Please include “Nbisiing Power – SDR” in the subject line.**

**Deadline for applications is 4:00pm Tuesday May 19, 2026**

**As part of our commitment to supporting Indigenous employment and community capacity, preference will be given to qualified applicants who are members of Nipissing First Nation. Where no qualified member is available, preference may be given to other Indigenous applicants. We thank all applicants for their interest; however, only those selected for an interview will be contacted.**