

# ***Join our successful team!***

## **Opportunity: Sales Support**

Electrolab Training Systems, located at 335 University Avenue, Belleville, ON, is Canada's #1 source for workplace safety training. We're proud to have served Canadian industrial and educational customers for over 35 years. Our SafeStart training program is a global success story, with over 1,500,000 people trained and average injury reductions in excess of 50%.

We are a well-established and growing entrepreneurial company in the safety industry. We are committed to providing excellent safety resources in Canada and the United States. Due to continued growth of our sales team, we have an opening for a Sales Support person. Reporting directly to the Project Manager, this role is part of a team that helps our clients to reduce accidents at work, at home and on the road.

We seek someone who thrives in a team environment, who can work independently and diligently to complete tasks on time with close attention to detail. As this is a support role, a positive "can do" attitude is vital. This is a busy multi-tasking position for someone who is proficient with the Microsoft Office Suite 2007 or 2010. An MCAS or MOS Excel certification or level of understanding is essential to this position as well as a general interest in, and an aptitude for computers.

We're looking for an individual who is organized, self-managed, professional and fun. Good interpersonal skills and teamwork skills are a must.

This is a full-time, permanent position; Monday – Friday, 8:00 am – 4:30 pm. A competitive hourly rate plus benefits is offered. As well, Electrolab is a profit sharing company, offering a respectful work environment.

To learn more about our organization, visit [www.electrolab.ca](http://www.electrolab.ca) and [www.safestart.com](http://www.safestart.com).

If you are interested in applying for this position, please submit your resume with cover letter to Sue Thomas at [careers@electrolab.ca](mailto:careers@electrolab.ca) or in person at the address below.

Sue Thomas  
Project Manager  
Electrolab Training Systems  
335 University Avenue  
Belleville, Ontario K8N 5A5  
(613) 962-9577 Ext. 328



*Serving Business & Industry for over 30  
years and producer of the #1 selling  
workplace safety training program.*

