



## CAREER PROFILES

### Sales and Account Representatives - Wholesale Trade (Non-Technical):

**Sales Representatives, wholesale trade (non-technical)**, sell non-technical goods and services to retail, wholesale, commercial, industrial, professional, and other clients domestically and internationally.

### Wage/Salary Information:

\$59,250 is the median annual salary found in local job-postings.

\$24.38/hour is the median wage reported locally.

### Commonly Listed Skills in Job Postings:

- Sales experience
- Oral and written communication
- Work independently
- Negotiation
- Teamwork
- Marketing
- Self-motivation
- Microsoft Office
- Time management
- Customer service oriented
- Creativity
- Management
- Organizational skills
- Detail oriented
- Problem solving
- Presentation
- Interpersonal
- Computer use
- Bilingual
- Freight+

### Job Duties:

Sales Representatives, wholesale trade (non-technical) promote sales to existing clients and identify and solicit potential clients. Sales Representatives, wholesale trade (non-technical) provide clients with presentations on the benefits and uses of goods or services and estimate or quote prices, credit or contract terms, warranties, and delivery dates. They prepare or oversee preparation of sales or other contracts and consult with clients after sale or signed contracts to resolve problems and to provide ongoing support. These Sales Representatives

also review and adapt to information regarding product innovations, competitors, and market conditions.

### Working Conditions:

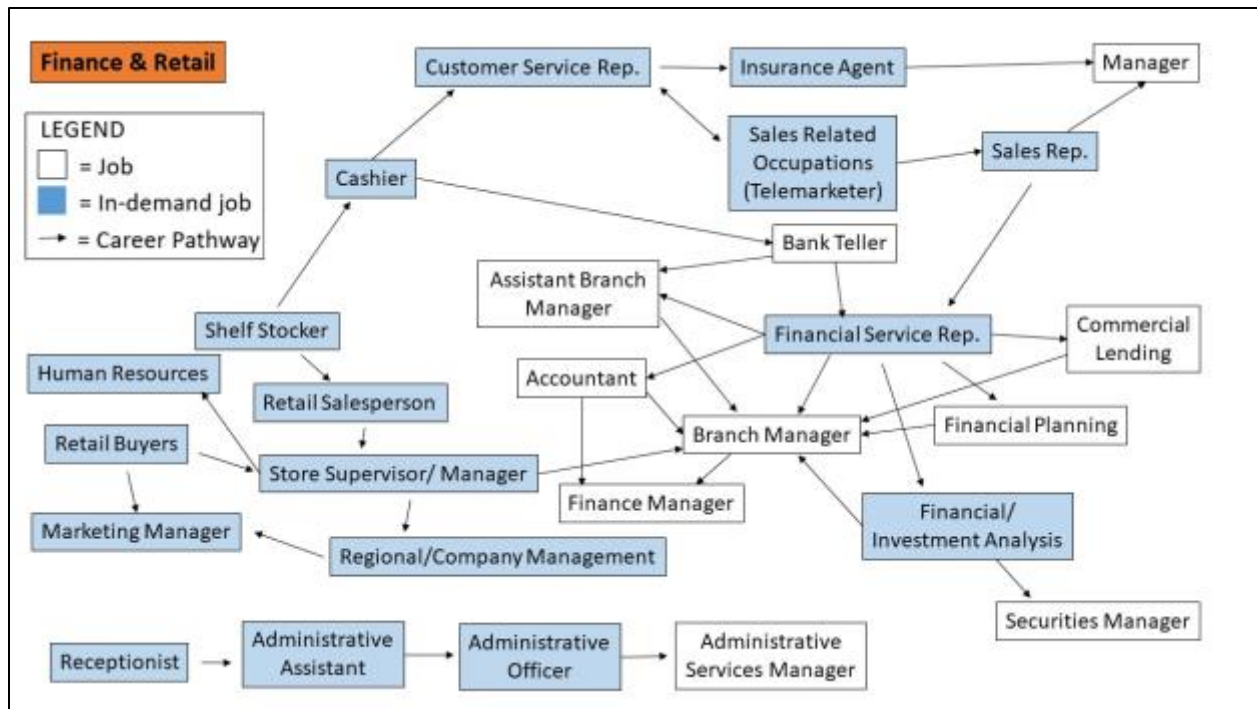
Work generally takes place in a conventional indoor environment.

### Career Pathways:

Progression to sales management positions is possible with additional training or experience.

Sales and Account Representatives, wholesale trade (non-technical) are employed by establishments that produce or provide goods and services such as petroleum companies, food, beverage, tobacco producers, clothing manufacturers, motor vehicles and parts manufacturers, hotels, business service firms, and transportation companies. Auctioneers and Sales Representatives in wholesale trade who are supervisors are also included in this working group. Below are potential career pathways for Sales and Account Representatives, wholesale trade (non-technical):

- Advertising Time Sales Representative
- Food Products Sales Representative
- Freight Sales Agent
- Graphic Design Sales Representative
- Hotel Accommodations Sales Executive
- Liquor Sales Representative
- Magazine Sales Representative
- Oil Distributor
- Security Services Sales Consultant
- Supervisor, Wholesale Trade Representatives
- Transfer Company Agent



### Education and Training Pathways:

If you're interested in becoming a Sales and Account Representative, wholesale trade (non-technical), you can acquire training/education locally at any of the following institutions.

#### Canadian College of Health, Science, and Technology:

#### **Business Administration and Project Management**

**Admission/Eligibility Requirements:** Unknown

**Academic Credential:** Business Administration & Project Management Diploma

**Professional Certification:** Opportunity to earn PMP Associate Level Accreditation

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 39 weeks (720 hours)

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 1737 Walker Road, Windsor, N8W 3P2

For more information on this program, please visit:

<http://www.cchst.net/business-administration-and-project-management-program/>

College Boreal:

**Business**

**Admission/Eligibility Requirements:**

- OSSD, ACE certificate, or its equivalent in another province, or adult student status
- 1 French credit: FRA4C, FRA4U, or equivalent
- 1 mathematics credit: MCR3U, MCF3M, MAP4C, MCT4C, or equivalent

**Academic Credential:** Ontario College Diploma

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 semesters

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 7515 Forest Glade Drive, Windsor, N8T 3P5

For more information on this program, please visit:

<http://www.collegeboreal.ca/programmes/business/>

St. Clair College:

**Business – Marketing**

**Admission/Eligibility Requirements:** OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program

**Academic Credential:** Two Year - Ontario College Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** full-time

**Program Length:** 2 year

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61

- Year 2: \$3,804.05
- Total: \$7,745.66 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/business\\_marketing/](http://www.stclaircollege.ca/programs/postsec/business_marketing/)

### **Business Administration – Finance**

#### **Admission/Eligibility Requirements:**

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 6 semesters

**Program Cycle:** Unknown

#### **Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Unknown

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_finance/](http://www.stclaircollege.ca/programs/postsec/busadmin_finance/)

### **Business Administration – Human Resources**

**Admission/Eligibility Requirements:** OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, NgA 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_hr/](http://www.stclaircollege.ca/programs/postsec/busadmin_hr/)

## **Business Administration – International**

**Admission/Eligibility Requirements:**

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

**Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.0
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_international/](http://www.stclaircollege.ca/programs/postsec/busadmin_international/)

## **Business Administration – Marketing**

### **Admission/Eligibility Requirements:**

- OSSD with the majority of courses at College ©, University (U), University/College (M), or Open (O) level qualify for admission to this program, or;
- Mature Student Status

**Academic Credential:** Three Year - Ontario College Advanced Diploma

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 3 years

**Program Cycle:** Unknown

### **Program Cost:**

- Year 1: \$3,941.61
- Year 2: \$3,781.05
- Year 3: \$3,804.05
- Total: \$11,526.71 (2017/18)

**OSAP Eligible:** Yes

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/busadmin\\_marketing/](http://www.stclaircollege.ca/programs/postsec/busadmin_marketing/)

## **triOS College:**

### **Business Administration**

#### **Admission/Eligibility Requirements:**

- High School Graduation Diploma or Mature Student Status
- In addition, an entrance assessment must be successfully passed

**Academic Credential:** Business Administration Diploma

**Professional Certification:** Unknown

**Attendance:** In-Person

**Full-time or Part-time:** Full-time

**Program Length:** 34 weeks (850 hours)

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 7610 Tecumseh Road East, Windsor, N8T 1E9

For more information on this program, please visit:

<http://www.trios.com/career/?Section=DiplomainBusinessAdministration>

***Disclaimer:** The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to [info@workforcewindsorsex.com](mailto:info@workforcewindsorsex.com).*