

COMPANY: FIND OIL SERVICES LTD. www.findoilservices.com
fos.findoilservices.com

POSITION: Sales Administrator, Western Canada Market.

STARTS: April, 2015

REPORTS TO: Sales Manager

Find Oil Services Ltd. is now seeking a Sales Administrator to work out of our Calgary office.

Find Oil Services have spent the last 13 months preparing our FOS System, please visit the Marketing Website above for a complete overview of the system and then have a look at the actual FOS System.

We have hired our Calgary Sales Manager and we are already making sales and adding Clients as you read this.

FOS is a new company with explosive and International growth potential. We are locally owned and financed and we will be deploying FOS into the US in 4 – 5 months. We are currently focused on Western Canada.

In your role as a Sales Administrator:

- ✓ You will support the Western Canada Sales Team.
- ✓ You will prepare and have Sales contacts signed.
- ✓ Check the individual monthly sales and ensure the companies are being invoiced and are paying, this will be done in conjunction with the Book keeper.
- ✓ Administer the Marketing Accounts where FOS is being marketed.
- ✓ Ideally you are learned about Oil and Gas.
- ✓ Other duties as assigned.

REMEMBER sales are MONTHLY these are not 1 time sales. 2 years into this job your monthly, gross sales will be very high and you will be receiving commission on all of this.

The Salary will consist of 2 parts:

1. Monthly Salary, please state your Salary expectations when you apply.
2. Profit Share all staff of FOS are entitled to a share of Profit subject to a set system. Note you must be employed at the time of the Profit Share distribution to receive them.

In addition you will receive 12 business days of vacation.

To apply for this position please respond to me in writing at wgc@findoilservices.com with your cover letter and resume and please state your salary requirements.

I look forward to working with you.

Sincerely

W. George Conroy
President, Find Oil Services Ltd.

