

## **Sales Coordinator**

We are looking for a well-organized and customer centric Sales Coordinator to provide the necessary support to the sales team. The successful candidate will become the point of reference for colleagues and customers alike, by keeping schedules and providing feedback, documentation and information.

### **Responsibilities**

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to processes and policies
- Perform other tasks as requested

### **Requirements**

- Bachelor degree in business administration or relevant field; certification in sales or marketing will be an asset or a combination of education and pertinent work experience will be considered
- Proven experience in sales or customer service; experience as a sales coordinator or in other administrative positions will be considered a plus
- Hands on experience and advanced proficiency with MS Office
- Excellent verbal and written communication skills in both French and English
- Working knowledge of computer applications and office equipment
- A dedicated team-player who is well-organized and responsible with an aptitude in problem-solving
- Strong organizational and time-management skills with demonstrated abilities of accuracy, flexibility and initiative