

Department: Sales

Administrative Assistant - Sales

Status: permanent full time

Schedule: Monday to Friday, 40 hours per week from 9 a.m. to 5 p.m.

Flexible to work outside the working hours.

Reporting to the Business Development Manager, the incumbent will carry out support functions for Sales and key account projects.

Responsibilities

- Support the VP and Manager in all administrative and organizational activities.
- Ensure the necessary follow-ups for project coordination.
- Manage emails, calls and various calendars.
- Edit, word-process and prepare various documents related to Sales activities and ensure appropriate follow-ups (approval, reproduction, distribution).
- Provide administrative support to the various members of the team, as required.
- Be the resource person to replace or support the Business Development Manager in case of absence.
- Organize the invitations, preparation and logistics of various meetings.
- Provide logistical and technical support during major organizational events "shows".
- Source and find various information from clients.
- Classify and index documents in physical and electronic files.

- Perform all other related tasks.

Profile

- Certificate or Diploma of college studies (DEC) in administration or other related fields.
- Three years of relevant experience acquired in a similar position in a computerized environment.
- Experience acquired in an agency or in professional services would be an asset.
- Fluency both French and English (spoken and written).
- Proficiency in MS Office suite and ability to learn new software.
- Someone autonomous, driven, who is very organized and detailed-oriented.
- **Physical requirements:** able to remain in a seated position for extended period of time without breaks and able to go up and down stairs, pull and lift objects weighing 5 kg.
- **Ability to travel to the US (tradeshows post Covid)**

Please submit your CV and desired working conditions to cv@tootsi.com.

Only those selected will be communicated.

Thank you for your interest!