

Sales Coordinator / Coordonnateur aux ventes

A family-run business established in 1986, Tootsi Impex is continuously growing and striving to remain a leader in the industry. For 30 years, we have devoted ourselves to quality products in diverse categories. We have taken pride in bringing innovative products into the market as we have done over the years. From our closely built relationship with suppliers, we have also established ourselves as a name that cares and carries quality products. We are determined to be the name you trust in order for your business to achieve success.

Tootsi Impex offers an extensive line of services based on vertical integration, including co-manufacturing, sourcing, diversity, and a professional quality control team to care diligently for products.

OUR MISSION:

Premier Food Company offering superior quality to consumers in Canada and around the world.

Proud member of the following organizations:

CHFA, INC, CPMA, CIFST, UGI, Group Export

Responsibilities / Tasks

- Routing qualified opportunities to the appropriate sales executives for further development.
- Develop sales opportunities by researching and identifying potential accounts.
- Answering to our customers to help them with any problem.
- Taking orders from our customers.
- Work in close collaboration with our Outside Sales Representatives

Qualifications

- Excellent written and spoken English and French.
- Advanced in MS Office Suite software (Excel, Word, and PowerPoint).
- Ability to multi-task, prioritize, and manage time effectively
- Understanding customer needs and requirements
- Willingness to learn and to continuously improve.
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Benefits

- Group Insurance after 3 months
- Free parking
- Discount at our Boutique

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