

Reference number: S0005

As a Sales Coordinator, reporting to the Supervisor of Sales Coordination, your primary responsibility is to provide coordination of Sales information and coordinating between both the internal departments and external contacts. The ideal candidate should have solid communication skills and be able to work with major US/Canadian retailers.

KEY RESPONSIBILITIES

- Keep management informed on programs, initiatives, successes and results
- Monitoring the forecast against actual orders to ensure achievement of the plan
- Ability to work with remote Sales Managers that are located throughout the US
- Maintain dialogue with sales and other support teams
- Prepare customer quotes and customer specific documents as well as spec sheets and samples
- Be the “go to” person on the accounts for the external Sales Group and the knowledge bank for all details pertaining to assigned specific accounts.
- Liaising with all in-house departments.
- Keeping open communications with customers.
- Overall provide support to customers and sales team.

REQUIRED SKILLS / EXPERIENCE / EDUCATION

- Excellent communication skills in English both written and verbal
- French communication skills and written would be considered an asset
- Multi-tasking experience in a fast-paced environment
- Excellent organization, planning and time management skills
- Self-starter, proactive, and display initiative
- Good knowledge of MS Office program
- Familiar with duty, transit times, terms of sale and any import related terms/conditions
- Experience dealing with US retailers as well as import procedures/processes in the consumer products industry and deal with overseas vendors
- Detail-oriented and able to work with minimal supervision
- Must work well independently, as well as within a team environment
- Requires a Post-Secondary Education or equivalent experience
- Minimum of 2-3 years of previous experience in a similar setting
- Ability to work comfortable in a fast-paced, built around team concepts and structures and the ability to deal with constantly changing internal and external environments

Job Type: Full-time, Permanent

PLEASE INCLUDE SALARY EXPECTATIONS IN YOUR COVER LETTER. THANK YOU

Location: - Near Downtown Montréal, QC

Send your CV to hr@sensiobrand.com