

Position Title: Sales Coordinator
Location: Toronto, ON
Reports to: Director of Sales and Marketing
Duration: Full-Time



PRIMARY JOB FUNCTION:

The Sales Coordinator is responsible for the following key responsibility areas in accordance with the business plans of the Organization;

- Supporting the Director of Sales and Marketing in meeting sales targets
- Promoting The Plan with appropriate marketing materials
- Preparing Sales quote and retention related material
- Tracking sales and marketing activities

RESPONSIBILITIES:

- Work optimally with team to ensure sales targets are achieved
- Work closely with Director of Sales and Marketing to ensure client retention
- Prepare/assist with quotations for clients and any required paperwork
- Work with clients to ensure the optimal coverage is offered, including quoting and/or follow-up
- Support clients by providing technical support, product education, employee sessions, etc.
- Advise prospects on OASSIS' value, service and offerings
- Participate in RFP responses for both new prospects and cross-sell opportunities, to support the Director of Sales and Marketing
- Work closely with Sales department as liaison on social media, e-mail campaigns, conference leads, etc.
- Work closely with OASSIS' Management Team to assist with the creation of strategic plans
- Develop and maintain current knowledge of OASSIS' business partners and their products
- Respond to client questions and concerns in a timely and accurate manner
- Maintain quote system to ensure accurate quotes
- Maintain and continual updating of OASSIS' sales database (Salesforce and Quarterly Retention)
- Attend exhibitions, conferences, meetings and trade shows
- Act as Board Secretary
- Maintain professional and technical knowledge by attending educational workshops
- Complete special projects as needed to develop and enhance the organization

POSITION REQUIREMENTS (Skills/ Experience):

- Previous experience in an administrative/**coordinator** role
- Post-secondary education (preferred)
- Strong communication, interpersonal, multi-tasking, and organizational skills required
- Team player with a great attitude, self-motivation, and the ability to work in a fast paced environment
- Bilingual (English/French) preferred
- Experience working with databases preferred
- Working knowledge of Microsoft Office Products

WORKING CONDITIONS:

- Periodic sales/marketing functions and activities that extend beyond normal office hours