

**POSITION:** Internal Sales Coordinator  
**LOCATION:** 1 position in Toronto & 1 position in Ottawa  
**POSTING DATE:** December 15, 2017

### POSITION SUMMARY:

The **Internal sales coordinator** will be responsible for supporting the salesforce by assisting with projects and managing all internal divisional sales activities to grow intercompany sales through Awesome Customer Service.

### RESPONSIBILITIES:

- Act as the main liaison for all inter-divisional sales activities
- Maintain a high level of product knowledge; support account managers, with product training.
- Maintain positive relationships with all external account managers, planning and manufacturing personnel
- Increase sales through proactive support of the salesforce and emerging opportunities
- Participate in sales calls as required
- Working with estimating, assess all incoming opportunities to ensure fit
- Assist production and production planning with client issues
- Communicate with co-workers the status of jobs, any unique circumstances relating to jobs, etc.
- Oversee the proofing production, and sampling process – working with the planning team – to ensure critical timelines are met for large projects and complex jobs requiring special attention
- Work independently within the Sales department, assist in the development of sales opportunities
- Complete and maintain all required paperwork, records, documents, etc.
- Ensure work is processed in compliance with company workflow processes and ensure accuracy in all transactions
- Handle client complaints and assist in the development of cost effective solutions
- Manage customer expectations in a changing manufacturing context
- Adhere to all company policies and attend/undergo all mandatory Health and Safety training
- Overtime and travelling as required

### MUST HAVES:

- University Degree or Diploma in Sales & Marketing is an asset
- Minimum 3 years of experience in Print & Direct Mail/Services Sales
- Computer Literacy – Proficiency with Microsoft Office Products is an asset
- Exceptional negotiation skills
- Excellent customer service, organizational and communication skills
- Highly personable & strong inter-personal skills
- Motivated for success and creative team player
- Planning & Organizing with strong time management skills
- Results oriented and ability to maintain lasting customer relationships

**DEADLINE FOR SUBMISSION:** January 5, 2017

Accommodation is available for applicants with a disability. Selected applicants may request accommodation for interview