

We are
looking for
a candidate
like you!



JOB OFFER

Sales Coordinator

Salary between \$52 000 and \$83 200

Your interpersonal skills propel you to where you want to be in your career and you want to be part of a motivated, dynamic and dedicated team.

Whether you are a new graduate or experienced, this opportunity is for you!

✓ About us

For over two decades, we have demonstrated an insatiable curiosity and desire to continuously improve. We are passionate about what we do, and we are determined to provide innovative and efficient solutions that exceed our clients' highest expectations.

Ganex invests in outstanding people of diverse background and talents and empowers them to achieve more than they could elsewhere. Our work combines advice with action and integrity that is why we are recognized as our clients trusted partner.

Our team of specialists being professional and responsive, we are always available for our clients when they need us.

✓ Candidate profile

The successful candidate will become the point of reference for colleagues and customers alike, by keeping schedules and providing feedback, documentation and information. The successful candidate will be part of the Customer Relation team, with technical advisors, estimators, project managers and will report to the business development director.

✓ Your role

- Be a point of contact for clients after-sales support;
- Store and sort data in electronic form and present reports using the CRM Software.
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information;
- Handle the processing of all orders with accuracy and timeliness;
- Inform clients of unforeseen delays or problems;
- Monitor project progress with the ERP Software;.
- Prepare the initial information for project invoicing; information ready for invoicing and ensure follow-up with the clients;
- Assist in the preparation and organization of promotional material and events.

✔ What we are looking for

Must Have:

- BSc/BA in business administration or relevant field;
- Excellent computer skills (MS Office);
- Well-organized and responsible with an aptitude in problem-solving;
- Excellent verbal and written communication skills;
- A team player with high level of dedication;
- Fluency in English (French is an asset).

Nice to Have:

- Experience as a sales coordinator or in other administrative positions;
- Certification in sales or marketing will be an asset.

✔ What we offer

- A permanent and full-time position;
- An attractive remuneration based on your experience;
- A medical, salary, disability, life insurance program;
- Possibility to contribute to a Registered Retirement Savings Plan (RRSP) jointly with the employer;
- Hybrid Home and Office work options.



Possible Workplaces

1283 Teron Road, Kanata, ON
700 2nd St SW, Calgary, AB



Start date

Currently open
To be discussed



Please send us **your resume** and **cover letter** to the attention of the human resources service.



For any questions or to submit your application, please contact us:

cv@ganex.com