

Sales/Account Coordinator

(Permanent, Full Time)

The main objectives of the account coordinator is to provide overall support functions to the account managers, business development managers and senior manager of the business development department in the areas of planning, execution and monitoring of client programs and services. This position interfaces across the organization and with client prospects and existing client accounts when required

Responsibilities:

- Help in the preparation of sales proposals;
- Provide coordination for responses to RFP's and manage the RFP documentation library;
- Input sales information into sales force software system and maintain up-to-date the data base/quotes;
- Provide the interface between the sales force and the Webmaster;
- Work with business development team members to assist in the development of generic client proposals;
- Provide administrative support to account management team and answer customer enquiries when needed;
- Communicate and coordinate sales projects with business partners;
- Monitor and provide administrative assistance with contract renewals;
- Develop PowerPoint presentations for clients and internal teams;
- Generate various sales reports;
- Coordinate, participate and follow up on weekly departmental meetings;
- Ensure the quality and version control of all generic documentation being used in the department;
- Contribute to the creation and delivery of marketing material.

Requirements:

- College diploma or a Sale/ Marketing Certificate preferred
- A minimum of 3-4 years of experience in account management, customer service or administrative sales support
- Excellent writing skills in both languages
- Excellent communication skills
- Great organizational skills
- Excellent knowledge of Microsoft Office products including Visio, Excel, PowerPoint and Word