

Sales Assistant

Reporting to the Sales Director, the position is responsible for supporting the sales team, achieving sales goals, and maintaining trusted customer relationships through excellent service.

The mandate:

- Provide administrative support to the sales team, including meeting planning, calendar management, and handling correspondence;
- Conduct market studies and analyses to identify potential sales opportunities and customer needs;
- Assist in preparing and updating forecasts, tools, and various sales reports;
- Coordinate and monitor sales activities to track progress and identify areas for improvement;
- Support recruitment and sales staff training, ensuring product knowledge is adequate;
- Assist the sales team in leveraging and maintaining an increased presence on various social media platforms, including LinkedIn;
- Maintain and track commission records in collaboration with the sales director and accounting;
- Maintain and update price lists and the customer database;
- Ensure proper usage of the CRM by the sales team;
- Respond to telephone or email inquiries from various addresses and the website, processing or redirecting them as necessary.



Sales Assistant

Requirments:

Someone who:

- Bilingual: Proficient in English and French;
- Holds a Bachelor's degree in Marketing or possesses relevant experience in a similar field;
- Demonstrates impeccable written French, excellent organizational and interpersonal skills, along with a keen sense of sales and goal achievement;
- Assists in the preparation and updating of forecasts, tools, and various sales reports;
- Coordinates and monitors sales activities to track progress and identify areas for improvement;
- Provides support for recruitment and sales staff training, ensuring a strong grasp of product knowledge;
- Assists the sales team in leveraging and maintaining an increased presence on various social media platforms, including LinkedIn;
- Maintains and tracks commission records in collaboration with the sales director and accounting;
- Has knowledge about Zero Emission Vehicles (ZEVs).