



SALES & MARKETING COORDINATOR JOB SCOPE

POSITION

We are looking for an experienced and well-organized Sales & Marketing Coordinator to join our team and provide necessary support to our sales team. The successful candidate should have previous experience in a structured sales environment. The Sales & Marketing Coordinator will report directly to the Director of Business Development working in conjunction with the Operations team to assist and support them with a myriad of sales related tasks. This position will become the key liaison between our sales team and clients – existing and prospective. The Sales & Marketing Coordinator should be a high energy, positive and enthusiastic team player who can thrive in a fast-paced live events-based business. This individual should be able to multi-task, think outside of the box and take initiative to step up and get the job done. This position will primarily take place in our office however there may be requirements to work offsite at event job sites or client meetings as required by our projects.

OBJECTIVE

To assist and support the sales team in the timely and efficient coordination and preparation of all quote requests including the creation, management and dissemination of related information / details to all relevant parties.

GENERAL DUTIES

- Respond to sales inquiries and direct requests to appropriate parties
- Follow up with clients and prospects to procure accurate information for all quotes and projects
- Assist in creation of quotes in Flex, Scene Ideas' inventory and rental software program (<https://www.flexrentalsolutions.com/>)
- Complete entire sales process for small sales jobs like out the door rentals
- Handle the processing of all orders with accuracy and timeliness
- Assist Operations team as needed with any incoming projects and help mitigate conflicts in their schedules
- Compile, communicate and schedule upcoming and reoccurring projects
- Monitor the sales team's progress, identify shortcomings and propose improvements
- Maintain sales tracking documents in real time
- Conduct preliminary client meetings and initial site inspections
- Inform clients of unforeseen delays or problems as required
- Gather customer feedback and provide after-sales support when requested
- Sort and file all sales related documentation
- Contribute to a positive, professional and team oriented atmosphere

SKILLS & EXPERIENCE REQUIREMENTS

- Proven experience in sales and marketing
- Minimum of five (5) years of professional experience in a similar position
- BA or BS in business administration or relevant field; certification in sales or marketing and / or working knowledge of event industry would be assets
- Strong computer skills on PC and Mac including great working knowledge of Microsoft Office suite
- High aptitude for learning new computer programs / software



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- Proficiency in English
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Capacity to establish priorities and work under pressure
- Flexibility and adaptability to changing workloads
- Excellent customer service skills
- Ability to liaise well with others and work within a team
- Ability to delegate tasks when needed
- Aptitude for problem solving and attention to detail
- Ability to think critically and make sound decisions
- Ability to work and think independently without direct supervision
- A team player with a high level of dedication
- Willingness to work additional time where necessary to complete tasks and meet deadlines
- Must possess and maintain a valid driver's license with clean driving record

SCHEDULE

- Schedule is based on a 40-hour work week
- Office hours are Monday to Friday from 7:30 am to 4:00 pm with evenings, weekends, and overtime on job sites as necessary
- This position will primarily take place in our office/shop in Richmond however there are requirements to work offsite at event job sites as required by our projects

OTHER

- International applicants without valid work permits and who are not currently residing in Canada will not be considered

SALARY

- \$45,000 TO \$50,000 / year based on experience and skillset