

Position Opening: Sales Support Representative



Job Title: Sales Support Representative, North America
Job Type: Full Time Permanent Employment
Start Date: Immediate
Job Location: Pointe-Claire, Quebec, Canada

Are you looking for a new challenge in a fast-growing, dynamic high-tech company?
It's time to make a move!

VuWall is a global leader in video wall control systems, providing a complete ecosystem of products recognized for the most effective distribution of any source to any display throughout organizations. We are a privately held company headquartered in the West Island of Montreal with a European subsidiary in Germany. With customers in more than 45 countries, we have deployed over 1000 projects in many Fortune 500 organizations, government agencies, utility, transport, and security companies including the US Departments of Transportation, NASA, Canadian Space Agency, European Commission, Sydney Rail, , Porsche, Daimler, L'Oréal, SNCF, and FIFA.

JOB DESCRIPTION

We are looking for a result-driven, detail-oriented Sales Support Representative to provide administrative and operational support to the sales team and to our customers. This role will help the sales team in pursuing leads, closing deals and achieving their sales targets, while alleviating much of their current administrative responsibilities. The Sales Support Rep will be primarily focused on lead management, CRM management, preparing quotes, preparing sales reports, and responding to customer inquiries.

The Sales Support Representative will report to the Director for North American Sales and is required to be physically present in the office, located in Pointe-Claire, QC. (Flexibility to work from home as needed)

MAIN RESPONSIBILITIES

- Answering phone, emails, internal requests and delegating them to the right salesperson
- Scheduling appointments, presentations and demos for sales reps with customers
- Data entry and regular updates in CRM: contact information, new leads/contacts, opportunities, etc..
- Creating quotes in CRM in collaboration with the technical team
- Responding to customer requests and inquiries
- Post-sales follow-up with customers for customer satisfaction feedback
- Preparing sales contracts and partner/sales agreements
- Tracking and processing new sales leads
- Generating and providing any necessary data and sales reports to the sales team
- Identifying bottlenecks in the sales process
- Handling all administrative duties for the sales department
- Executing other duties, as required by management

VuWall is committed to building a diverse and inclusive workplace.

Learn more. Visit vuwall.com

QUALIFICATION REQUIREMENTS

- 4 years of experience in sales support administration or similar
- Bachelor Degree in Business Administration, Business Management, or a related field
- Proficient in Excel, PowerPoint, Word and other standard MS programs.
- Experienced with CRM software to manage leads, contacts, accounts, deals and create reports.
- Detail-oriented
- Excellent written and verbal communication skills
- Exceptional interpersonal skills and a proactive approach toward problem-solving
- Excellent time and priorities management skills
- Enjoys working in a growing team atmosphere and has a good attitude towards working in a highly dynamic work environment
- Perfectly fluent, written and spoken, in English

EMPLOYMENT BENEFITS

- Join a fast-growing company with state-of-the-art technology.
- Join an exceptional team of professionals always available for help and support.
- Enjoy an exceptional company culture. Join our family of kind, talented, dedicated and passionate people.
- Medical & dental benefit package.
- Free: parking, coffee, and snacks.

TO APPLY

Click here to email your CV to jobs@vuwall.com