Position Opening: Sales Administrative Assistant

Job Title: Sales Administrative Assistant  
Job Type: Full Time Permanent Employment  
Start Date: Immediate  
Job Location: Montreal Office

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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 3,000 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

VuWall is seeking a Sales Administrative Assistant to help with various administrative tasks for our North American sales team. This role is critical to supporting the quick expansion of our business in that region. The Sales Administrative Assistant will provide support with quoting, process creation, digital documentation filing, key account and partner management, travel, and event logistics. They will require a high level of professionalism in dealing with senior business leaders inside and outside the organization along with discretion in handling confidential information.

If you are eager to learn, resourceful, self-motivated and seek out excellence, we want you!

MAIN RESPONSIBILITIES

• Perform all administrative duties, including calendar management, electronic filing, data entry, reporting, preparing/editing messages, completing contracts, filing expense reports
• Handle sales team administrative tasks such as Project Registrations, CRM management, quote creation, customer contracts
• Support in creating, preparing, and proofreading reports, PPT presentations, and other documents
• Coordinate small events logistics
• Develop and maintain information on key accounts and contacts
• Ensure requests for action or information are relayed to the appropriate persons within the team
• Support employees by facilitating interdepartmental communications and interactions between internal and external parties
• Assist in developing, improving, and implementing new policies and processes.
• Take on the “no task is too small” mentality

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

- Exceptional interpersonal, written, and verbal communication skills in English
- Basic math abilities and an understanding of basic financial concepts
- Ability to handle sensitive and confidential information with the highest level of professionalism, discretion, and good judgement.
- Works productively in a fast-paced environment
- Exceptional time management skills and ability to prioritize and multitask to respond to changing priorities in a timely fashion.
- Detail-oriented, fast-learner with innovative and resourceful mindset
- High level of proactiveness, agility and accountability in meeting deadlines
- Quick and strong problem-solving ability, able to anticipate solutions before problems arise

QUALIFICATION REQUIREMENTS

- At least 3 years of experience as an Administrative Assistant, Sales Administrator, or general admin position
- Highly proficient in MS Office (Outlook, Word, Excel and PowerPoint) with an interest and capacity to adapt to new technologies and tools
- Proficiency in verbal and written English as a mother-tongue

EMPLOYMENT BENEFITS

- Fast-growing company with state-of-the-art technology.
- Dynamic team of professionals always available for help and support.
- Exceptional company culture. Be part of a family of kind, talented, dedicated and passionate people.
- Flexible work-from-home/office balance and flex-hours
- Medical & dental benefit package.
- Free parking, coffee, and snacks.

TO APPLY
Click here to email your CV to careers@vuwall.com