

## Sales Coordinator

### BALSAM PROMOTIONS

Newmarket, ON, CANADA

Sales and Business Development

#### POSITION SUMMARY

Become a part of our dynamic team at Balsam Promotions. We are currently seeking a passionate, highly organized and motivated professional to fulfill a Sales Coordinator position in the Newmarket office. This position requires an individual who has 2-3 years of experience in the Promotional Products industry with strong customer service and communication skills.

**LOCATION:** Newmarket, ON

#### OUR COMPETITIVE ADVANTAGE:

With over thirty-five years of experience, Balsam Promotions is firmly established as a well-respected promotional products industry leader. Our first priority is to offer the highest quality, value and service to our customers. Not only do we represent and service the top brands in the industry, we also source our own line of clothing giving us a competitive edge.

Balsam Promotions prides itself on having one of the industry's best showrooms featuring our in-house embroidery department which enables us to provide quality control, consistency and on-time delivery at the best possible price.

#### RESPONSIBILITIES:

- Provide exemplary customer service
- Establish professional relationships with existing and potential clients and suppliers, in person, by phone or email
- Work with Sales Reps to understand clients' unique needs and come up with creative promotional product solutions
- Liaise between Sale Reps, clients and vendors
- Handle inbound and outgoing inquiries and convert to sales
- Provide support to all aspects of the office and sales department

#### QUALIFICATIONS:

- 2-3 years experience in the promotional product field required
- Inside sales experience in retail/promotional
- Experience providing exceptional customer service
- Excellent communication, problem-solving and presentation skills
- Ability to build and maintain strong client relationships
- Effective multi-tasking and time management skills
- Proven ability to effectively prioritize work flow
- Proficient in Microsoft Office Suite

***By applying to this position you are confirming you possess either a Canadian citizenship, permanent resident status or work permit***

**APPLY IN PERSON**