



Sales Representative / Account Manager

Add Impact's success is due to its exceptional people. Our skills and passion are key to our business along with our commitment to a culture of teamwork and collaboration. If you are creative and great with people and process this might be what you're looking for.

Position Summary:

Duties & Responsibilities:

- Independently overseeing and managing orders directly with clients
- Developing excellent client relationships, and the client experience
- Daily communication with clients and vendors via e-mail, phone and zoom
- Preparation of presentations, RFP responses and sales/marketing collateral for assigned accounts
- Creating proposals within very strict client time constraints
- Sourcing creative product options to meet client objectives, using preferred vendors where possible
- Entering orders, following up with clients,
- Comparing product options, negotiating best price and confirming pricing with vendors
- Daily resolution of client/vendor issues to ensure delivery dates are met
- Contributing to systems development, overseeing processes and policies to ensure they are maintained
- Coordinate with internal resources to deliver and exceed client expectations.
- Desire to learn the business and to develop a strong career within our organization
- Learning overall Add Impact service offerings and presenting them to clients, as appropriate, to ensure deep penetration within accounts

Knowledge, Skills & Abilities:

- Have a great attitude.
- Team player with a "get it done" approach
- Experience in creating a motivating and goal centered environment.
- Strong work ethic
- Exceptional organizational and planning skills
- Excellent interpersonal and communication skills
- Committed to exceeding our client's and team members expectations
- Strong Computer skills – MS office, (Word, Excel and Power Point) Outlook and CRM
- Dynamic self-starter with the ability to think on your feet

- Experience in contracting and negotiating
- Time management skills with the ability to manage multiple time sensitive projects simultaneously

Education / Experience / Licensing:

- High School Diploma or Equivalent, (preferred)
- A minimum of 2 years' experience in the promotional product industry is an asset
- Strong Computer skills – MS office, (Word, Excel, Outlook, and Power Point)
- Industry Software – ASI Smartbooks and or Facilis Syncore an asset

Dynamic team, Great Benefits, Bonuses, Health & Wellness Incentives, RRSP Contribution Plan

YOUR COMPLETE Branding and Incentive Agency providing Promotional Products, Incentive Programs, Uniforms and more. From start to finish, we make it happen

Please check out our website at:

www.add-impact.com

If interested, please contact:

Cindy Taurian

Human Resources

905.850.2676 ex. 2220

or submit your resume to hr@add-impact.com