



We are looking for a **Sales Coordinator** to join our team. This position reports to the Sales Enablement Manager.

If you or someone you know is passionate about promotional items, self-motivated, driven and would like to work for one of the leading companies in the industry, we invite you to apply!!

The incumbent will, among other things:

- Collaborate with our sales enablement and our marketing teams, to roll out marketing and sales strategies to the entire sales force
- Establish active communication and engage with Sales Representatives to ensure proper alignment across the different regions
- Organize, with the sales leadership team, sales meetings, sales trainings & quarterly BOD decks
- Coordinate the creation and distribution of supporting documents, presentations, and samples, to help the sales team generate more revenue
- Maintain organized sales and marketing records and report on budgets for all event activities to the CSO and CFO
- Primary point of contact for SAM/MLA sample requests (not pertaining to shows)
- Assisting SE Manager with launch/collateral coordination: entering orders, scheduling the SAM/MLA training, email communication to the team on shipments being sent
- Coordinating samples to sales, inventory of what SAMs/MLAs want/need, show sample kits, showroom updates for clients
- Supporting the Events Coordinator with tradeshow merchandising (when needed)
- General communication to the sales team regarding product updates, no stock alerts, any information we need to get to them en mass.
- Helping with the QBR: gathering all SAMs presentations. assembling the presentation, taking notes during the call/mtg
- Weekly Sales calls: coordinate special speakers/training, compile any reports needed
- Coordinate the onboarding schedule and office visit of any new hire for the sales team
- Coordinate payment for credit memo requests from SAMs/MLAs for shows, etc.
- Aiding the CSO with documenting, updating, and maintaining data in our CRM
- Assist and support on other duties as assigned

Qualifications

- Previous sales experience an asset
- Excellent time management and multitasking skills
- Excellent communication and organizational skills
- Excellent written and verbal communication skills
- Excellent knowledge of Word, Excel, Outlook and Windows XP
- Demonstrates initiative, and the ability to multitask and work with minimal supervision

- Ability to operate successfully in a rapidly changing, fast-paced environment
- Self-motivated, tenacious, capable of working independently to achieve goals
- Willing to dig-in and continually learn new things and build a knowledge base
- Able to communicate effectively in both French and English
- Team player with a problem-solving mindset who proactively works with other people to ensure customer needs are met

Interested candidates may submit their resume to **Alana Wechsler, Sales Enablement Manager** at alana@spectorandco.com to be considered for this position. We thank all candidates for their interest in Spector & Co., only those candidates who best meet the criteria will be contacted for an interview.

About Spector & Co.:

Founded in 1950, Spector & Co. has established itself as a progressive Top 40 ASI supplier and has built a reputation for innovative product development and decoration, exceptional product quality, and outstanding customer service. Headquartered in Montreal, Canada, and with offices in Dongguan, China, and throughout North America, including a facility in Las Vegas, Spector & Co. employs over 300 people worldwide. The company is a leading designer and manufacturer of promotional merchandise for business such as writing instruments and journals, Ashbury bags, Scribl custom books, Ora drinkware, luggage and accessories, tech, travel, fitness, and home goods. Spector & Co. is C-TPAT certified, FSC certified, SMETA 4 Pillar audited and sells through authorized distributors.