



HighVail Systems Inc. – JOB DESCRIPTION

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|------------------------|---------------------|-------------------------|-----------|
| Position Title: | Sales Administrator | Travel Required: | No |
| Location: | Toronto | Position Type: | Full Time |

Applications Accepted Via:

E-mail: HR@HIGHVAIL.COM

In subject line of email, indicate the position applied for.

Job Description

Summary:

To provide day-to-day support to the sales team (inside and outside sales reps), and some executive assistance to management. This individual is familiar with all the activities of the sales department and assists with marketing campaigns and other projects as they arise.

Duties:

- Setup meetings and appointments using MS Outlook.
- Assist with preparation of quotations using NetSuite.
- Assist with keeping NetSuite up-to-date with CRM data.
- Create simple and complex Power Point presentations.
- Organize marketing and company events, luncheons, client training sessions, etc.
- Handle and prioritize requests from clients, partners, and vendors in the absence of the sales team.
- Assist with answering phones.
- Act as coordinator for RFP responses using MS Word.
- Assist with marketing and sales campaign activities as well as email communications to customers.

Qualifications:

- Two to three years’ previous experience in a commercial (not retail) sales department.
- College/University education in an administrative or marketing program preferred.
- NetSuite or other CRM (e.g. Sales Force) experience an asset.
- Excellent MS Office skills (Outlook, Word, Excel, Powerpoint).
- Superb command of English language (written and verbal).
- Accuracy, speed, attention to detail, and a mature attitude.
- Excellent organizational and time management skills.
- Ability to see tasks through to completion and take initiative (with direction from management) to ensure same.
- Professional appearance and demeanor.
- People person, good sense of humor, team player, with ability to work in a fast-paced, and occasionally stressful environment (particularly during high-volume periods).
- Ability to perform some mathematical calculations (e.g. margin) and/or some accounting knowledge.
- Technical knowledge of server and storage hardware (Oracle/HDS/IBM/HP, etc.) and/or computer reseller industry experience required, as well as an ability and willingness to continue learning and becoming familiar with technical terms and products.

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