

Shelter Home Systems is looking for a

Sales Coordinator

Sales representative - wholesale (non-technical)

Job Brief:

We are looking for an experienced and well-organized Sales Order Coordinator to provide necessary support to our clients and inside team. The successful candidate will become the point of reference for colleagues and customers alike, by keeping schedules and providing feedback, documentation and information.

The goal is to facilitate the team's activities so as to maximize their performance and the solid and long-lasting development of the company.

Responsibilities:

- Coordinate orders by managing schedules, filing important documents and communicating relevant information.
- Perform general office duties to support Sales & Marketing
- Prepare sales-related documents throughout the sales process using Navision.
- Respond to complaints from customers and give after-sales support when requested
- **Store and sort financial and non-financial data in electronic form and present reports using Navision and MS Office.**
- Handle the processing of all orders with accuracy and timeliness in Navision
- Inform clients of unforeseen delays or problems
- Assist in the preparation and organizing of promotional material or events

Requirements:

- Experience as a sales coordinator or in other administrative positions will be considered a plus
- Excellent computer skills (MS Office).
- Proficiency in English
- Well-organized and responsible with an aptitude in problem-solving
- Excellent verbal and written communication skills
- A team player with high level of dedication
- Certification in sales or administration will be an asset.
- **Experience with Navision or other ERP a definite asset.**

What we offer:

- Full time, permanent employment
- Benefits program
- Opportunity to grow your career