

Bilingual Sales Support Coordinator

Sales / Manufacturing / Customer Service / Order Desk

Moncton, New Brunswick

Do you want to work for a dynamic, international and rapidly growing company that is an industry leader in our field? Do you enjoy being involved in major international and national projects? Are you talented at managing priorities and your own time?

Are you looking to further develop your leadership skills and display the experiences you have mastered in order to push forward and advance your career? While immersed in learning our business and culture, you will also be given training opportunities to enhance your current skillset. Greystone has a long history of promoting individuals from within along with a competitive compensation package including flexible work hours, RRSP program, and health benefits.

Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

The Opportunity

We are growing and looking for an enthusiastic and motivated **Bilingual Sales Support Coordinator** to join our team working in Moncton, New Brunswick.

Objective & Summary

The Sales Support Coordinator will work with the internal and external sales staff in supporting all of the company's sales support functions such as order acknowledgement, shipping notifications/logistics, documentation and customer care for our worldwide customer base.

Principle Duties & Responsibilities

- Internal sales support for International and North American territories (territories may vary), including but not limited to the following;
 - Order entry and order acknowledgments to customers
 - Verifying order shipment schedules
 - General communication between customer base for shipping information and follow-up
 - Coordinate process and forward all shipping documents for international orders
 - Direct communication with sales representatives to ensure accuracy of product, pricing and shipment information
 - Communicate and coordinate with team members in other departments for customer requirements (such as operations, engineering and logistics)

Management

- This position reports to the Sales Support Manager

Education, Training & Experience

- Post-secondary education and/or five (5) years' experience in a similar role

Preferred Skills and Competency Requirements

- Strong leadership, communication, organizational, and problem-solving skills
- Self-starter with excellent communication skills, both written and verbal
- Naturally curious and passionate with exceptional attention to detail
- Desire to meet and exceed measurable performance goals
- Possess the ability to work in a fast-paced environment with excellent time management and organization skills
- Commitment to continuous improvement and resource development, track record of high achievement
- Fluent in English and French (both written and verbal)
- Strong computer skills (MS Office Suite, Internet)
- Knowledge of Syspro or Maximizer considered an asset

Preference will be given to applicants that can prove a successful track record.

Please provide at least three (3) reference names and email addresses of people who are very familiar with your skills, abilities and experience. All references will be contacted for successful candidates.

Only those who will be considered for the next step of the application process will be contacted

Applications should be forwarded to Sima Eskandari, HR Manager

Eskandari.s@greystoneenergy.com