



GREYSTONE

ENERGY SYSTEMS INC

Sales Support Coordinator

Sales / Manufacturing / Customer Service / Order Desk
Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? 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 a motivated and enthusiastic **Sales Support Coordinator's** to join our team; working in high volume manufacturing and customer order fulfillment facility located in Moncton, New Brunswick.

Objective & Purpose

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

Principle Duties & Responsibilities

- Internal sales support for International and North American territories
 - Order entry
 - Sending Order Acknowledgments to customers
 - Order tracking for above areas
 - Verifying order shipment schedules for above areas and advising
 - General communication between North America customer base for shipping information and follow-up
 - Coordinate process and forward all shipping documents for international orders.
 - Verifying ship method and contacting customer with weights and dimensions, supplied by shipping department to provide correct routing method
 - Direct communication with sales representative to ensure accuracy of product, pricing and shipment information.
- Telephone backup when required to forward information to applicable sales person
- Order entry and back-up tracking when other sales people are out of the office
- Assist sales persons to prepare and send marketing material as required
- Provide back-up when other sales support personnel are absent

Greystone Energy Systems Inc.

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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

Skills and Competency Requirements

- Strong leadership, communication, organizational, and problem solving skills
- Strong computer skills (MS Office Suite, Internet)
- Knowledge of Syspro or Maximizer considered an asset
- Be a self-starter with excellent communication skills, both written and verbal
- Possess the ability to work in a fast paced environment with excellent time management and organization skills
- Exceptional attention to detail
- Commitment to continuous improvement and resource development

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

Please provide at least 3 reference names and email addresses of people who are very familiar with your successes. All references will be contacted for successful candidates.

Please submit your detailed resume outlining your recent experiences and salary expectations.

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

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