



POSITION PROFILE

Client Organization:	RYCOM Corporation
Position Title:	Sales Coordinator
Reports to:	Director of Sales & Marketing
Location:	Vaughan, Ontario

Sales Coordinator

RYCOM is a trusted leader in Smart Tech solutions for public and private sector real estate, properties, and portfolios for over 20 years. The **RYCOM** team develops, delivers, and supports the innovative strategy and the integrated layers of technology required to create Smart Buildings today that meet the demands of the future. By staying at the forefront of technology solutions, utilizing best-in-class support models, and delivering quality services with the highest level of care and support, **RYCOM** simplifies technology for clients so they can focus on their core business while achieving operational, environmental, and measurable results.

Reasons to Join RYCOM

- A team driven by passion and a culture where people make a difference because we believe that every voice counts
- An entrepreneurial environment
- Opportunity to learn different parts of the business
- Employee Health and Wellness Program including nutritional counselling, yoga and onsite gym (Woodbridge office).
- Team fundraisers
- Comprehensive benefits program
- RRSP matching
- Employee training
- Compensation based on experience
- 3 weeks paid vacation to start

OPPORTUNITY

Reporting to the Senior Director Sales and Marketing, the Sales Coordinator will work very closely with the Account Management and Business Development team to help drive revenue and maintain client relationships.

RESPONSIBILITIES

- Work with Account Managers to meet any sales administration duties including but not limited to setting up customer accounts, providing status updates, completing documents, and corresponding with customers.
- Maintain customer database, with up-to-date address information along with full contact info for all existing and new customers.
- Liaise with customers to help facilitate orders and projects from initiation to completion.
- Support existing and new customer contracts. Respond to sales and escalate as required.
- Assist with forecasting and sales reporting.
- Investigate and resolve customer complaints, related to the delivery of services
- Continuously look to develop and implement process improvements to existing operational procedures to maximize efficiency, cut operations costs and improve upon customer satisfaction
- Assist in preparing meeting materials and presentations and distribute sales related documentation
- Assist the Sales team in identifying sales opportunities by generating and qualifying new leads.
- Maintain and develop new business revenue with existing Customers
- Help building custom solutions and proposals for existing and new business across all customer segments.

REQUIREMENTS

- Experience in an inside sales/sales support role required
- Post secondary education or equivalent business experience preferred
- Experience in B2B sales required
- Experience in the Real Estate or Technology industry is preferred
- Superior interpersonal and communication skills
- Strong negotiation and problem-solving skills
- Ability to work independently and contribute to the team
- Excellent time management and organizational skills

Vaccination Policy

The health and safety of our employees is a RYCOM priority. Candidates are required to be fully vaccinated. Medical exemptions may be accommodated upon request.

COVID-19 precaution(s):

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, and cleaning procedures in place

RYCOM welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

www.rycom.com t. 877.927.9266

TOR | CGY | VAN | EDM | MTL

Unit 8 – 6201 Highway 7, Vaughan, ON L4H 0K7

RYCOM

APPLY NOW

Send Resume to



ICanMakeADifference@rycom.com
