

## **Job Title: Sales Associate**

Overall Responsibility – Contribute to our strategic business priorities by supporting the Director of Sales and Marketing in delivering on the organization’s sales mandate by leveraging industry knowledge and expertise to grow existing business. Generate new clients and retain relationships while delivering an exceptional client experience through effective relationship management practices

### Accountabilities

- Collaborates to develop appropriate portfolio strategies to deliver on sales targets.
- Partner with the Director of Sales and Marketing in designing presentations, developing seminars and other key sales events with potential clients and other strategic partners.
- Develop promotional activities for approval and execution.
- Ensure timely escalation and active follow up of client issues through the appropriate channels.
- Provide sales reports as required by the Director of Sales and marketing highlighting trends and identifying opportunities.
- Represent the organization at seminars and other trade show events which may, from time to time be outside of normal working hours.
- Other related duties as assigned

### Skills/Requirements

- Strong Selling skills
- Strong Sales personality to excel in competitive environment
- Strong presentation, oral and written communication skills
- Results-focused
- Ability to work in challenging markets
- Proficient in Microsoft Office Suite (Excel, PowerPoint and Word)
- Plan and prioritize work to meet commitments aligned with organizational goals.
- Gain the confidence and trust of others through honesty, integrity and authenticity.

### Education/Knowledge and Certification Requirements

Relevant professional certification in Sales or related discipline would be an asset

### Experience Requirements

3 -5 years' experience in a Sales position

- Demonstrated record of achievement in a sales position
- Experience in communicating with senior management