

## **Bilingual National Sales Support Representative**

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### **ND Graphics:**

Since 1981, ND Graphics has grown from a small family business into Canada's leading supplier to the sign and imaging markets. Servicing customers is our number one priority. We have 10 stocking locations across Canada providing equipment and material sales to technical support.

### **Summary:**

In this role, the National Sales Support Representative is responsible for providing efficient and professional support to the sales team. You will also be responsible for various administrative duties that include sales reports, custom quotes, discounts, generating and maintain customer price lists and scheduling trainings. Duties will also include assistance with product launches, literature and sample distribution and assistance within the sales department.

### **Responsibilities:**

- Provide sales reports and data to the sales reps
- Prepare customer quotes
- Customer and supplier month end reports
- Create and maintain personalized pricelists
- Input and maintain customer discounts
- Assist in reviewing customer price/discount related issues
- Distribute literature, samples, and product launch kits
- Manage the correspondence between the sales team and their customers
- Schedule product trainings
- Special projects as assigned
- Adhere to corporate and departmental policies and procedures
- Administrative duties within the sales department
- Perform other duties as required

### **Requirements**

- At least 2 years College Diploma program
- Fluency in English and French (written and oral)
- Strong interpersonal, communication and troubleshooting skills
- Able to work well under pressure and strong attention to accuracy and detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Positive attitude
- Experience in using Microsoft Office Excel, Word and Outlook
- Proven data entry, data editing and typing skills
- Professional appearance and manners
- Excellent organizational skills

**Compensation:**

- ND Graphics offers a competitive salary
- Great group health, dental & vision benefits and vacation
- Company Group RRSP

**How to Apply:**

Qualified applicants should apply via email to [salma.esmail@ndgraphics.com](mailto:salma.esmail@ndgraphics.com)

*We would like to thank all applicants; however, only those selected for an interview will be contacted.*