



ReSource Group Canada

Sales Support Administrator

The Company:

ReSource Group Canada, is a national sales and marketing agency focused on developing and managing global top tier consumer brands. We are a respected, dynamic company with an impressive growth pattern with a 27-year track record. Our retailers and vendor partners value us for our positive approach to business, integrity, dedication to their success and commitment to partnership.

Our core values

- We operate with integrity in all we do
- We bring passion and creativity everyday
- We invest in our people
- We share our success by giving back to the community

www.resourcegroupcanada.com

ReSource Group Canada is committed to diversity and equity in our workforce.

Location: Don Mills

Responsibilities:

- Work in partnership with sales team, executive team to achieve goals
- Develop sales budgets and monitor sales results
- Actively drive and engage in CRM including updates, issue reports and analysis.
- Involved in developing and implementing new processes and procedures for the sales department to aid in organization and efficiency
- Sales Forecasts and analysis
- Analyse Channel and Product category performance
- Analyse and distribute retailer sell-through reports
- Support national sales team including account product set ups.
- Support sales team with account/vendor contracts and maintenance.
- Attend product training and sales meetings
- Some general office administration
- Office scheduling

Qualifications/Competencies:

- Highly organized, Solution-oriented, positive-thinking person who enjoys working in collaborative environment
- Post-secondary education. A business focus is preferred.
- Robust computer skills including all elements of MS Office, Teams and Dynamics
- Proficient with Excel and strong data analysis skills
- Extensive knowledge and experience with MS Dynamics CRM tools
- Excellent communication skills (verbal and written)
- Creative and initiative
- Able to work closely with management
- Ability to problem solve and develop creative solutions
- A self-starter mindset with a strong work ethic
- A passion for new technologies and innovative products and ideas.
- Ability to multi-task, adapt and work independently
- Experience in sales administration
- Must be eligible to work in Canada

Benefits:

- Casual dress
- Company events
- Medical plan
- On-site parking
- Sick days and personal days off

Employment Type:

- Associate level
- Full-time, in office

On-site parking

If you feel this position fits your skill set and would like to join a growing business that is going at a fast pace, please apply in confidence to careers@resourcegroupcanada.com by sending your current resume, including your salary expectations. Our team is aware of this search.

We wish to thank all applicants. Only those selected for an interview will be contacted.

For more information on ReSource Group Canada, please visit our website:

www.resourcegroupcanada.com