

Inside Sales

Inside Sales – Sales Department

Location: Montreal (Quebec)

This multi-faceted role requires exceptional administrative skills and an ability to organize, coordinate and follow through as you provide support to the Executive Sales Team and their staff. Accustomed to working independently, you exercise good judgment, take initiative and see that things get done. You have excellent communication skills, a strong business sense and advanced MS Office.

Responsibilities:

- Follow-up with prospective clients
- Assist sales in closing Evaluation Agreement and demos
- Assist with RFP responses
 - Writing the foundation of RFPs, to be completed by sales directors
 - Looking for RFPs on government tender sites
- Perform other duties as required.

Required Skills:

- Customer service orientation and experience working closely with sales staff
- Experience in digital signage environment is preferred
- Must have the ability to work in a fast paced environment
- Commitment to working towards deadlines
- Independent thinker, but open to group input
- Sees this as an opportunity to grow in the sales department
- Likes where he/she lives and wants to stay
- Has the journalism/writing skills to convey information simply and reduce complex information down to key points
- Can be client-facing, in a pinch
- Can work with sales to understand key needs and work with marketing to execute ideas
- Can audit and make recommendations regarding documentation
- Has the ability and the drive to understand and conquer surrounding competition
- Excellent written and oral communication skills (English and French)

BroadSign is an equal opportunity employer.