

Job Title: Sales Team Member	
Hours of Work:	Monday – Friday 7:00-4:00
Reporting to:	Sales Manager
Direct Reports:	N/A
Starting Salary:	Competitive Salary
Benefits:	Company Paid Benefit Plan at 3 Months, RRSP Matching at 6 Months

Detailed Job Description

- Receiving and entering orders accurately and efficiently.
- Communicating with customers in a respectful, polite, and positive manner.
- Communicating with warehouse staff when required to ensure orders are fulfilled and customers are satisfied.
- Reaching daily, weekly, and monthly sales targets.
- Acquiring new customers through cold calling, social media, and warm incoming leads.
- Generating marketing material (email blasts) to customers.
- Working with Purchasers to generate order guides and marketing materials for customers.
- When needed – travelling to US to visit customers/ acquire customers.
- When needed – travelling to US to set up, attend and take down tradeshow.
- Covering for other team members in their absences.
- Will require the training of packing orders, so that, when necessary, will be able to assist the team in order fulfillment during absenteeism, or peak days.

Knowledge requirement:

- Minimum 3-5 years in sales or marketing.
- Minimum college diploma in sales or marketing.
- Fluent in Microsoft office suite.
- Formal sales training an asset.
- An interest in marketing an asset.

Sales Requirement

- Manage clients in a respectful, positive manner.
- Work as a team member.
- Assist other salespeople in their absences.
- Attend, set up, manage trade shows.
- Able to work in open office environment.
- Must be able to visit clients yearly in the U.S.

Physical Requirements

- Standing
- Walking
- Lifting to 50LBS

General

- All staff are always expected to comply with all Trillium policies and procedures.
- All staff are expected to foster positive relationships with direct reports, colleagues, and managers.