

Inside Sales Admin Position

We are looking for an inside sales professional to work with our solution sales team and to support our President and CEO. Leveraging your previous experience as a sales professional in healthcare, education, utilities, telephony or similar experience within these industries will be key in your success.

Our award winning, state-of-the-art computer telephony applications use industry leading advanced speech recognition software to focus on extreme value-added solutions. The most successful candidate will use their creativity, as well as business development skills, along with industry knowledge to accelerate our growth.

Skills & Experience:

- Excellent communication, interpersonal and telephone skills
- Proven ability to prioritize and multi-task
- Proven ability to function effectively in high demand situations
- Minimum 2 years successful experience in an inside sales role
- Advanced skills in MS Word, PowerPoint and Excel
- Exposure to FEDEX shipping systems an asset
- High level of confidentiality
- Excellent written and verbal communication skills in English
- Self-motivated, outgoing and passionate to make a difference
- Successful track record in developing qualified leads via cold calls in conjunction with existing marketing strategy

Duties:

- Successful track record in developing qualified leads via cold calls in conjunction with existing marketing strategy
- Manage, coordinate, and prepare all necessary information for meetings, correspondence, calendars, weekly reports and daily activities for the President and executives
- Assist with billing, sales order tracking and shipping for sales
- Customer credit applications processing
- Accounts Receivable collection
- Supplies purchases as well as supplier relations
- Assist with sales proposals
- Assist in sales and support our unique service offering and maintain existing relationships
- Identify points of pain and be able to turn that into new sales opportunities
- Liaise with all sales employees with respect to calendaring meetings, preparing reports, and helping with spreadsheets in Excel.
- Ensure all timesheets and expense reports are completed, signed off and forwarded to finance in specified timeframe
- Help coordinate employee events
- **Bring positive energy to the workplace!**

Please forward all resumes in Word or pdf format as well as desired compensation, in the subject line to careers@vocantas.com.

We thank all applicants for their interest but only those selected for an interview will be contacted directly. No phone calls please.