

Sales Coordinator

Location: Sydney, NS

Term: Full Time, Permanent

Anticipated Start Date: As Soon As Possible

Advanced Glazings Ltd. are the #1 Leaders in Engineered Glass Daylighting Solutions. For more than two decades, Advanced Glazings Ltd. has been changing the way we experience daylight indoors. Our SOLERA® line of glass products provide the best quality natural light along with the highest thermal insulation performance in the world. It offers an energy efficient, sustainable way to provide natural daylight in buildings of all sizes.

Since our inception in 1995, we have installed more than 2000 projects across all seven continents. With an impressive roster of international clients, our products have received resounding recognition from across the globe.

Our team is fueled by passion, collaboration, and exceptional customer experiences.

Be part of a company and teams with BIG opportunities. Every team at AGL gets excited about daylighting and the opportunity to help our customers (architects, building owners and design build teams) design and build naturally daylit spaces for their building occupants – It is why we are here!

We measure our success by our sales AND the number of happy customers we build relationships with.

To learn more about the company, visit <http://www.advancedglazings.com>

- Join a team that has revolutionized the way natural daylight is delivered into commercial spaces.
- This role requires energy and positivity – creating exceptional customer experiences.
- We work in a collaborative team environment, so be ready to work with many different customers both internal and external!
- Be rewarded with a competitive annual salary, as well as benefits including medical and life insurance.
- Best of all Live and work in a community with quick commutes, affordable homes, beautiful scenery, and friendly people.

We are seeking a skilled and experienced Sales Coordinator to join our team in Sydney, Nova Scotia. This is an exciting opportunity for an energetic individual to work in a positive, innovative, and fast paced environment.

In this role, you will be expected to:

- Be one of the first points of contact for customers, creating positive relationships, going the extra mile to ensure our customers know we value them and their business.
- Processing sales quotations and purchase orders in an accurate and timely manner.

- Respond to sales and product inquiries, directing to R&D or Sales as necessary.
- Using Client Relationship Management software (CRM – SUGAR) to manage all interactions with customers and sales team.
- Daily Engagement with Production and Accounting teams, updating them on timelines for purchase orders/project updates.
- Identify project leads and project statuses using construction database and sharing with sales team.
- Handling customer damage claims and interfacing with freight companies to ensure timely processing of all damage claims.
- Ensuring timely response to all customer / sales team inquiries
- all communications (emails, faxes, letters,) to customers are logged into our Client Management System (SUGAR).
- Management of our Sales Pipeline in our CRM (SUGAR)
- Production of monthly sales metrics (in collaboration with Sales Manager).
- All supporting activities as they relate to sales initiatives.

Qualifications:

- Experience in a sales /administrative role
- Strong verbal and written communication skills
- People driven personality & enjoy working in a team environment.
- Critical thinking and problem-solving skills
- Willingness to learn new things and adopt new technology.
- Ability to think on your feet and take initiative.
- Attention to detail.
- Excellent time /management skills
- Proficient in Excel and computer skills
- Work according to company culture and values, prioritize ruthlessly, use good communication, and deliver results effectively.

About the Benefits

Besides a total compensation package of between 35K and 40K you will also enjoy the following benefits:

- Group medical and insurance benefits after 6 months

How to Apply:

Email your resume and cover letter to careers@advancedglazings.com (please be sure to specify: Sales Coordinator in the subject line)

We thank all those who are interested in advance for applying for this position, however, only those selected for an interview will be contacted.