



**E.B. Horsman & Son**  
*The Electrical Distributor of Choice!*

**Helping Communities Thrive Since 1900**

## **E.B. Horsman & Son Job Opening**

**June 19, 2017**

**Company:** E.B. Horsman & Son (EBH) is an independently owned and operated electrical wholesaler in BC and Alberta. With 21 strategically placed locations we look confidently towards the future, recognizing that in this fast paced world we must constantly renew ourselves and our capabilities to meet the ever changing needs of the electrical, industrial automation and communications markets.

E.B. Horsman & Son takes pride in attracting and retaining the best people in the electrical wholesale industry. To do so we focus strongly on employee development, commit to high ethical standards, and promote an organizational culture of teamwork and an inclusive, respectful work environment. We offer a competitive compensation package as well as extended health, dental and retirement contribution benefits.

**Job Description:** We are currently seeking to fill a **Sales Coordinator Admin Support** position at our **Head Office location in South Surrey**. This is a temporary position for one year. The Sales Coordinator provides support with company-wide sales strategic initiatives in place to maximize sales and drive profitability. S/he works closely with the VP, Sales on research, projects and communications for internal and external customer service excellence.

### **On a day-to-day basis, you will be expected to:**

- Prepare new customer packages and company overviews
- Coordinate sales activities and support needs such as presentations, proposals and training events
- Identify sales leads and forward to the appropriate sales representative
- Support the sales team with project management needs
- Research and report on a variety of information needed for sales strategic initiatives
- Assist in generating and disseminating sales reports as required
- Receive reports for third party contract sales, verifies amounts on invoices and forwards as appropriate
- Communicate to customers for sales communication and feedback
- Advise on, prepare and manage external programs for brand and promotions awareness such as direct sales and marketing initiatives like telephone sales, direct mail and email campaigns
- Assist with answering customer emails for information requests or forwards to the applicable person
- Liaison with suppliers for information on large projects, to coordinate training and for other communication needs
- Internal communication: on sales initiatives to all necessary EBH staff; identify and coordinate proposal information needs; provide support for and administers the EBH intranet
- Maintain an efficient and effective customer and promotional database
- Design promotional materials for sales events, sales tools for customer communication or sales representative training, and promotional materials for other EBH events as required

### **The successful candidate will possess the following qualifications:**

- Business diploma or degree with a specialty in a related area or equivalent combination of education and experience
- 2+ years of experience in a sales environment
- 1+ years of experience in an administrative role
- Intermediate computer skills with high proficiency in MS Office and the ability to learn and use new software
- Experience using design software
- Valid driver's license
- English language proficiency
- Open office environment with the majority of work at a desk/computer. Some travel is required
- Ability to sit at a desk for 7+ hours in a day
- Ability to work through constant interruptions and maintain task focus. Must be able to quickly change focus for urgent requests. Must be able to work under multiple time sensitive project deadlines

**How to Apply:** If you believe your skill set matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you! EBH provides a challenging work environment with growth opportunities. If you would like to work for the "Electrical Distributor of Choice" please visit our **Ebhorsman.com/Careers** page and submit your resume and cover letter for consideration.

*We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.*



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