

Job Posting: Sales Coordinator

Location: MJR Markham

MJR Capital Services Inc. (MJR) has established itself as a top-performing national supplier of collection and outsourcing services. We provide best-in-class service to a distinguished list of Canada's top credit granters, and we continue to experience strong, steady growth year over year. MJR's success in driving value and maintaining a high-level of performance for our top-tier clients can be attributed to a philosophy of dedication to client satisfaction, commercial flexibility, experience and investment in leading-edge technology.

We are seeking an experienced, positive and team-oriented Sales Coordinator. The incumbent shall be responsible for the development and implementation of sales strategies for increasing sales and profits through our existing and prospective client list.

Summary

The Sales Coordinator will primarily be responsible for planning and driving the day to day sales outreach goals of the organization, including developing and maintaining relationships with the organization's partners and prospective partners, identifying and cultivating potential partnerships and sales strategy development by industry group. The Sales Coordinator will act as a key point of contact for the organization's partners and prospective clients and shall collaborate with its senior leadership to identify sales opportunities and partnering strategies.

Responsibilities

- Maintaining an up to date sales database for its clients and prospective clients including contact information, relationships, specific deliverables and timelines, and other information as required.
- Develop, prepare and deliver communications material for MJR's clients and prospects.
- Communicate recovery and trend reporting, and any other ongoing reporting requirements.
- Solicit feedback and administer practices and procedures to enhance operations and enable MJR to strengthen its relationship with its clients and prospects.
- Support MJR senior management through summary reports and notifications of important client events, etc.
- Work with MJR management to document and track company initiatives with a view to developing communications and sales strategies.
- Analyze the effectiveness of our outreach; recommend and implement changes based on findings.
- Act as liaison to MJR management for completion of day-to-day administrative and operational issues.
- Identify audience and appropriate formats for media.

Qualifications

- Excellent verbal and written communication skills are a must.
- Minimum 3 years work experience in sales or communications with management and executive level contacts.
- Expert proficiency in Microsoft Office, particularly with Excel, Word and PowerPoint.
- Proven organizational and time management skills; demonstrated ability to manage multiple projects simultaneously and meet tight deadlines.

MJR Capital Services Inc. is an equal opportunity employer. We offer competitive salary packages, an incredible work environment, and career advancement opportunities.

Qualified applicants should email a resume and covering letter including available start date and salary expectations to Julie Trautmann at jtrautmann@mjrcapital.com by **Wednesday, February 15, 2017**. Please use subject header: MJR Sales Coordinator. Thank you for your interest, however, only qualified applicants will be contacted.