



Are we looking for you? Or are you looking for us? We are looking for...

## The Position – Sales Coordinator

### The Office

International Conference Services Ltd.

300 – 1201 West Pender Street

Vancouver, BC V6E 2V2

Phone: +1 604 681 2153

email: [careers@icsevents.com](mailto:careers@icsevents.com)

[www.icsevents.com](http://www.icsevents.com)

### The Office Culture

We take pride in our people and our work and are committed to our company's success. We trust, support and empower each other in order to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We have the ability to work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients.

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's "*the office*" re-imagined. Become one of us because we are "connecting people to facilitate change in the world."

### Summary

Reporting directly to the CEO, this role can be a phenomenal way for you to jump start your sales career. We are seeking a dynamic, early career level salesperson to join our fast-growing Business Development team. This is a highly transparent, collaborative position based in our Vancouver, Canada office. In this role, you will have key responsibilities such as research and development of new prospects and clients, assisting the team to develop a pipeline and managing the departments CRM database. You possess outstanding verbal and written interpersonal skills and you are dedicated to learning as much as you can about ICS and building your business insight to be able to articulate the value proposition that our clients

experience with ICS. There is a defined growth path for successful candidates to be promoted throughout the sales organization in future years.

## Responsibilities

You will create a positive first impression with our prospects and customers by proving them with "world-class" experience. You will complete initial introduction and qualification of potential sales opportunities for approval and assignment to the appropriate Sales Representatives. You maintain a sense of urgency and rapid response cadence in following up on all inbound inquires and marketing campaigns. You are a strong performer and set the bar high.

- Conduct high level conversations with senior executives in customer & prospect accounts
- Contact a high volume of prospects daily via phone, email, and other various forms of outreach.
- Qualify pre-opportunities by identifying Budget, Authority, Need, and Timeframe.
- Generate pipeline for the sales organization through marketing programs and coordinate meetings with Regional Sales Reps.
- Actively participate in and add to team learning opportunities and your own personal development
- Research and build new and existing accounts (i.e. adding contacts, sending emails, strategic calling)

## Requirements

- 1-2 years of experience in a professional environment (experience on phone or public speaking preferred)
- High ethical and moral standards
- Excellent written/verbal communication skills
- Ability to multi-task, prioritize, and manage time effectively in a fast-paced, dynamic environment
- Strong problem-solving skills
- High energy and positive attitude
- Ability to meet and exceed achievable targets
- Motivation, drive and a self-starting attitude

- CRM or Salesforce.com (or equivalent) experience a plus
- Articulate and excellent follow up skills
- Strong desire to move up in other sales functions at ICS in 2-3 years

### What's next?

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com).

