



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.

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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 Sales Managers, this role provides an opportunity for the right candidate to be a crucial part of the company's sales process and add to its success.

We are seeking a dynamic, highly organized, results oriented individual 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.

Responsibilities

You will create a positive first impression with our prospects and customers by providing 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 inquiries and marketing campaigns. You are a strong performer and set the bar high.

- You will uncover opportunities through research from potential organizations and Associations for further assignment to the appropriate Sales Manager.
- You will create a positive first impression with our prospects and customers via email or over the phone by providing them with a professional and engaging experience.
- You will contact a high volume of prospects daily via phone, email, and other various forms of outreach.
- You maintain a sense of urgency and rapid response cadence in following up on all outbound/inbound inquiries.
- You are a strong performer and set the bar high to meet or exceed your quota.
- You will organize and manage the company Pipeline through the current CRM database ensuring all records are always up to date
- Actively participate in and add to team learning opportunities and your own personal development

Requirements

- 1-2 years of experience in a professional environment (preferably in a sales outreach or research role)
- 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

What's next?

Please send your resume and cover letter to careers@icsevents.com.

