

Sales and Marketing Assistant

Acclaim Canada Distribution is a wholesaler of lighting fixtures with a focus on e-commerce sales to major retailers and small retailers. Wishbone Consumer Products sells children toys to major and small retailers in the United States and Canada. As a sales and marketing assistant your job duties include working on projects focused on optimizing company revenue and existing and new customer growth in both e-commerce and instore categories. You will be called upon to create social media content and planning. The ideal person is organized, detail oriented, willing to learn, and able to work with others within the company and externally. It is a great opportunity to be part of a high growth business.

Responsibilities:

Assisting Sales in business development such as following up on leads and contacting existing customers for both lighting and toy business.

Maintaining relationships with current customers by providing them with product information and promotional offers.

Supports sales presentations by assembling quotations, proposals, videos, slide shows, brochures and catalogues.

Preparing proposals for new business opportunities and managing existing accounts.

Working with Digital Marketing team both in planning and creating digital content for social media.

Update databases, of customers products, and sales pipelines.

Updating and maintain pricing for Canada and USA markets and creating a customer profile sheet for major retailers.

Coordinating and attending events such as trade shows, conventions, seminars, or product launches.

Working with operations team on orders for retailers.

Providing customer service by answering questions about products or services and processing orders.

Desired Knowledge and Traits but Not Mandatory:

Willing to learn new software & systems.

Good knowledge of excel and willing to learn more

Excellent attention to detail, organization skills, & time management

Knowledge of Power Point for presentations and willing to learn more

Knowledge of Photoshop, Adobe, and video editing an asset

French language knowledge an asset

Requirements:

Must be legal to work in Canada.

30 to 35 Hours a week

To Apply or for more information email michaelk@acclaim-lighting.ca