

Position: Sales Associate

Office Location: 5987 Bathurst St, Toronto, M2R 1Z3

Salary: Sales commission (potential base +commissions)

Organization: Jewish Russian Community Centre of Ontario (JRCC)

Report to: Publications Manager

JRCC publishes a unique magazine “Exodus” in English and Russian, annual Jewish Calendar and many other community resources. We are looking for a results-driven sales representative to actively outreach and engage new customers to advertise in the magazine. The person in this role will work closely and collaboratively with JRCC publication team to accomplish tasks and ensure high quality service.

Responsibilities:

- Identify and outreach to prospective clients; evaluate potential client’s needs
- Establish, develop and maintain productive business and customer relationships
- Coordinate sales and payments with team members and other departments
- Obtain and submits orders; keep records for orders and payments
- Monitor and report sales achievements weekly and monthly (or upon request)
- Identify and assess competition by gathering current marketplace information on pricing, existing and new products; recommend changes in service and policy
- Coordinate and resolve customer concerns; investigate problems; suggest solutions and develop business processes accordingly
- Follow-up and provide an exceptional customer service to encourage renewals and purchase of additional products

Requirements:

- Russian speaking – a must
- Bachelor’s degree – an asset
- Highly motivated and target driven with a proven track record of at least 2 years in B2B sales
- Excellent sales and business acumen
- Excellent communication and negotiation skills
- Prioritizing, time management, independent work and organizational skills
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to: resume@jrcc.org

Review of applications will continue until the position is filled

Only relevant candidates will be contacted. No phone calls please