

SALES CONSULTANT

JOB TITLE: Sales Consultant
DEPARTMENT: Sales and Marketing
SUPERVISOR: Director of Business Strategy
JOB TYPE: Permanent, Full-Time
LOCATION: 24 Haniak Rd, Rosslyn – ON

GENERAL JOB DESCRIPTION

Reporting to the Director of Business Strategy or their designate, the Sales Consultant is responsible for driving revenue growth, building and maintaining strong customer relationships, and supporting the company's marketing and sales initiatives. This role involves managing the sales process from initial client contact to project handoff, collaborating closely with design and project management teams, and ensuring all sales documentation and client information are accurate and up to date. The ideal candidate is client-focused, results-driven, and able to effectively represent the company.

DUTIES AND RESPONSIBILITIES

- Achieve sales growth and meet or exceed individual and team targets by actively contributing to the sales team.
- Contribute to and implement strategic area and corporate marketing plans to expand the customer base and strengthen the company's presence.
- Promote, build, and maintain strong, long-lasting customer relationships by understanding client needs and providing tailored solutions.
- Receive and assist clients, including walk-ins, and conduct factory tours as needed.
- Meet with clients for scheduled appointments, including occasional after-hours meetings as needed.
- Represent the company at events that support brand exposure, relationship building, or sales opportunities (e.g., trade shows, conferences, etc.)
- Create and deliver engaging marketing and sales presentations.
- Track and report sales activity, revenue, expenses, and provide realistic forecasts to management.
- Identify emerging markets, market trends, and competitive activity to inform sales strategies.
- Maintain accurate client contact information and record all interactions, sales details, and project information in the CRM/ERP system.
- Collect all necessary customer information to ensure completeness at the time of sale.
- Collaborate with the design team to update renditions, floor plans, and other sales/marketing materials as required.
- Gather essential project management information during the sales process.
- Contribute to the creation, review, and maintenance of marketing materials and website content.
- Prepare and review sales documents, including proposals, pricing, hard cards, and sales agreements.
- Address client inquiries, concerns, or issues promptly and professionally to ensure customer satisfaction.
- Keep supervisors updated on individual and team progress and report any job-related issues.
- Participate in ongoing professional development to maintain product knowledge and industry expertise.
- Perform other sales-related duties as assigned.

QUALIFICATIONS FOR THE JOB

Qualifications

Education:

- A diploma or degree in business administration or related field is considered an asset; and

Experience:

- Minimum three (3) years proven successful previous experience as a sales representative consistently meeting or exceeding targets.

Key Competencies

- Commitment to continuous learning through workshops, seminars, and conferences.
- Strong communication and presentation skills, with the ability to influence and engage effectively at all levels.
- Proven ability to manage the full sales cycle from planning to closing.
- Proven ability to set and achieve goals.
- Solid business sense and understanding of industry practices.
- Excellent relationship-building and client management skills.
- Effective leadership skills with the ability to motivate and guide others.
- Excellent attention to detail and organizational skills.
- Strong team player with the ability to work independently when required.
- Advanced computer proficiency (Microsoft Office, CRM systems, ERP systems, etc.) and adaptability to new technologies.
- Competent under the Ontario Health and Safety Act.