



Sales Administration Coordinator

We are seeking a proactive and detail-oriented professional to manage the administrative follow-up of orders, ensuring smooth coordination between clients, sales representatives, and production sites.

Key Responsibilities

Administrative Management

- Follow-up on orders.
- Coordinate billing with operations and sales teams.
- Handle administrative management and billing.

Coordination

- Liaise with sales representatives and production sites.
- Manage communication with transporters and track deliveries.
- Coordinate with internal and external stakeholders.

Order and Stock Management

- Oversee order management and follow-up.
- Manage stock and supply.

Client Relationship Management

- Maintain and enhance client relationships (commercial and after-sales).

Skills Required

Technical Skills

- Proficiency in SAGE 100 (ERP – Gesco and BI).
- Strong MS Office skills.
- Basic accounting knowledge.
- Understanding of international logistics and customs regulations.
- CRM and ERP commercial management proficiency.

Communication Skills

- Fluency in French and English, both written and spoken.
- Ability to report concisely and constructively using performance dashboards.

Personal Attributes

- Initiative and proactivity.
- Autonomy and adaptability.
- Attention to detail and empathy.
- Teamwork and precision.

Job Details

- Type: Full-time
- Salary: \$45,000 - \$50,000 per year
- Schedule: Monday to Friday (On-site)