



Career Opportunity: Sales Coordinator

POI is a workplace solutions company which focuses on creating spaces people want to go to.

Position Summary

Under the direction and guidance of the Sales Coordination Manager, the Sales Coordinator is responsible for supporting the Sales team with presales activities for new and existing clients. Acquire an understanding and working knowledge of products and services sold by POI and liaise with Account Executives and Workplace consultants alike as well as internal teams including Design, Order Entry, Project Coordination, Studio, Field Supervisors, Delivery & Installation and Marketing.

Competencies

- Client/Customer Focus
- Excellent Customer Service Skills
- Professional oral and written communication skills
- Ability to multi-task and to be flexible
- Strong organization and time management skills
- Must be self-motivated and resourceful
- Positive and professional attitude
- Personable and able to work in a team environment.
- Accuracy and high attention to detail
- Ability to work well under pressure

General Responsibilities

- Assist with development of budgets, thought starters, presentations, quotes, proposals, and RFPs through the use of Hedberg, PPT, Word, Excel, and other relevant programs
- Source information from vendor partners: product and service specifications and pricing including custom product/COM/COL pricing, testing, specifications, and lead times
- Coordinate sample requests: including brochures, finishes and demo products
- Support the team as internal customer and vendor contact for queries on projects and accounts
- Specify products and services for customers
- Participate in internal sales, project, and administration meetings
- Work closely with sales, project coordinators, order fulfilment and operations to ensure orders are accurately and efficiently executed
- Work directly with customers, vendors, and influencers
- Overall, support the POI customer journey
- Other duties as required



Your Skills and Experience

- Post-secondary education; preferably Interior Design
- Minimum 3-5 years' experience; Sales Administration/Coordination/Inside Sales preferably in the corporate furniture industry
- Prior experience with furniture and/or dealer experience preferred
- Ability to learn new software
- Proficient in Microsoft Office Suite of Applications with Excellent working knowledge of Excel, PowerPoint, and Word
- Experience with Hedberg and CET desired but not required
- Experience with customer interfacing, both internal and external clients

Work Conditions

- POI's working environment is supportive of employee wellbeing, encourages collaboration and promotes continuous improvement on an individual and organizational basis
- Interaction with both internal/external clients
- Based out of POI LivingLAB – Toronto, Ontario

What We Offer

- Talent experience that empowers our people with unlimited opportunities to do meaningful work and to grow, learn and lead at every point in their career.
- Newly designed offices that offer unique workspaces that strengthen connections and inspire innovative ways of working.
- Competitive salary
- Flex hours and Hybrid Work Office/Home