

Position: Bilingual Sales Administrator

Are you seeking a challenging and rewarding career in the technology sector? KYOCERA Document Solutions Canada, Ltd. is seeking a professional and motivated individual to join our team at the Mississauga Head Office as a Bilingual Sales Administrator. KYOCERA Document Solutions Canada, Ltd. is a leading provider of Total Document Solutions, including award-winning printers, multifunctional products, business applications, and Managed Document Services.

Overview:

The Bilingual Sales Administrator supports the National Director of Sales and the Sales team with administrative and business development activities, provides assistance to the national dealer network and also coordinates with other departments on special projects.

Responsibilities:

- Prepare and maintain sales presentations.
- Manage various projects and initiatives to support the sales team as required by the National Director of Sales.
- Create customer specific reports.
- Arrange monthly sales meetings, prepare agenda and record minutes.
- Coordinate the weekly schedule and updates for all sales managers.
- Schedule meetings and make travel arrangements for the sales team.
- Collect, verify and approve travel expenses.
- Train new sales managers on department procedures.
- Prepare, distribute and organize collection of documentation for new dealer opening.
- Update and maintain customer records.
- Create and edit spreadsheets and business correspondence.
- Respond to inquiries from the sales team and dealer network.

Qualifications:

- University Degree or College Diploma.
- Minimum 2-3 years of work experience in administration is preferred.
- High level of proficiency in Microsoft Office (Excel, PowerPoint, Word).
- Fluent in English and French (written and spoken).
- Excellent customer service skills.
- Strong organizational and time management skills.
- Ability to multi-task and work to meet deadlines.

Job Start Date: Start Immediately.

Compensation: Kyocera offers a competitive salary and a stimulating work environment plus a generous benefits package, with an opportunity for an annual company bonus. Candidates must be authorized to work in Canada.

How to Apply: Please email your resume and cover letter to KDCACareers@dca.kyocera.com.

We thank all candidates for their interest. However, please note that only those most qualified will be contacted.