



New Business Development Coordinator

Our workplace culture can best be described as service-oriented and quality-driven. These values, along with one of the most advanced printing facilities in the industry, allow us to claim “industry-leader” as one of our calling cards.

With existing growth and continued efforts to penetrate new international markets, we are currently seeking a ***New Business Development Coordinator*** to join our team. This is a full-time permanent position, reporting to the New Business Sales Manager. The successful candidate will be responsible for following up on the pre-approach email via phone and scheduling 8-minute presentations for the New Business Sales Manager.

Qualifications/Critical Skills:

- High school diploma or equivalent
- Proficient in the use of Microsoft Word and Excel software programs
- Experience with Social Media platforms (LinkedIn, Twitter, Facebook)
- Strong time-management and organizational skills
- Ability to communicate effectively, both verbally and in writing
- Confident and comfortable interacting with all levels of management and employees
- Strong presentation skills
- Friendly telephone manner with a clear speaking voice
- Excellent keyboard skills
- Proven ability to take initiative and work independently
- Comfortable placing high volume of calls
- Efficient at multitasking in a fast pace environment
- Preferred: Post-secondary diploma or degree in Administration
- Preferred: Experience working in a target-based position
- Preferred: Experience working in a call center setting
- Preferred: Experience working with a CRM

SPECIFIC RESPONSIBILITIES:

- Attend daily WIP meetings
- Daily script rehearsal with New Business Sales Manager
- Contact prospects and existing clients to schedule 8-minute presentations for New Business Sales Manager
- Record accurate and detailed information from outbound calls
- Achieve daily call objectives
- Manage New Business Sales Manager’s calendar (8-minute presentations)
- Interact with Research Analyst for queue updates and prospect/company information
- Brief New Business Sales Manager on any updates / relevant company information
- ABM and Social Media selling support
- Maintain CRM accuracy

Interested candidates are asked to respond in confidence as follows:

Human Resources Department
Emmerson Packaging
12 Tupper Boulevard
Amherst, NS B4H 4S7
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hr@emmersonpackaging.com

We thank all candidates for their interest; however, only those selected for an interview will be contacted. No telephone inquiries please.