

Position Description

Position: Co-ordinator, In House Sales
Division: Marketing
Reporting To: Showroom Manager, CAP Toronto
Date Revised: January 18, 2008

Position Summary:

As a member of the Canadian Arctic Producers marketing team and reporting to the Showroom Manager, the Coordinator, In House Sales will develop and execute the sales marketing programs to maximize the sales of Inuit and Dene arts and crafts. The co-ordinator will work with the staff of Canadian Arctic Producers and the staff of Arctic Co-operatives Marketing Division to provide the highest standards in customer service. The focus will be on all facets of sales of Member produced arts and crafts through planning and implementing sales strategies, forecasting sales, co-coordinating and supervising in-house programs, relations with independent agents, field and in-house sales calls. The position will play an active role in developing new client accounts and maintaining regular contact with existing clients to promote new and existing inventory. Additionally, the Co-ordinator organizes and promotes artists exhibitions, processes and prepares customer shipments as well as preparing weekly and monthly reports.

Duties and Responsibilities:

- Prepare annual sales budget based on the community purchasing plan;
- Maintain regular contact with existing customers to determine their purchasing needs and to promote new inventory;
- Maintain customer comment log files, up to date client information files, and photo/e-mail product offers;
- Develop new client accounts by providing new dealer packages to prospective new accounts,
- Communicate customer's needs and special requests to CAP buyer;
- Consults with Showroom Manager on new shipment selections for clients;
- Process, prepare and follow up with customer shipments to ensure customers are fully satisfied with their purchases. Provide customers with product and biographical information
- Co-ordinate and promote artist exhibitions as per consignment agreements;
- Track outstanding consignments and notify customers when overdue;
- Prepares weekly reports for Showroom Manager on returns, account status, special terms, consignment limits, etc.
- Processes sales invoices, accounts receivable and accounts payable related to sales.
- Assist Showroom Manager in display and maintenance of showroom inventory;
- Other duties as required.

Qualifications:

- Post-Secondary education with a focus on Sales & Marketing or the equivalent in related experience;
- Proven track record in product marketing, promotions and sales;
- Demonstrated experience in the sales and distribution of Northern products (carvings, artwork etc.) would be a definite asset;
- Experience in co-ordinating and promoting artist exhibitions would be an asset;
- Understanding and experience in accounting as it relates to processing sales, preparing sales reports and assisting in forecasting sales budgets;
- Proficient in office software products (word processing, spreadsheets, presentation software, etc.) - MS Office preferred.
- Excellent interpersonal and communication skills;
- A strong commitment to service and quality;
- Self-starter and highly motivated;
- Ability to effectively organize workload