



## **Junior Business Development Coordinator**

Job Code: **STC05**

Position: Junior Business Development Coordinator

Reports to: Marketing and Business Development Manager

Location: Waterloo, ON

Start Date: Immediate

Position:

Glenbriar Technologies is looking to employ a Junior Business Development Coordinator. The successful applicant will be responsible for creating new sales leads for all sales channels through cold/warm calling and email campaign execution for all four Glenbriar locations across Canada: Calgary, Vancouver, Edmonton and Waterloo. This person will also be responsible for calling prospective clients and scheduling appointments for other members of the sales team. Responsibilities also include monitoring, replying and following up on all email campaigns. This person will be working closely with the sales team to sustain an excellent level of customer service by conducting initial and follow up calls to potential clients.

The successful applicant must have a fun, outgoing personality. This person must be a self-starter and highly motivated with a goal of moving into Account Management.

Qualifications and Requirements:

- At least 1+ years experience in outbound sales
- Proficient with Microsoft Office technology
- Excellent client service and communication skills
- Excellent administrative and organization capabilities and be able to prioritize to meet time sensitive deadlines
- Work effectively in a team environment
- Excellent interpersonal skills

Please send your resume to [jobs@glenbriar.com](mailto:jobs@glenbriar.com) or fax to: 403-234-7310. Please use Junior Business Development Coordinator, Job Code: STC04 as the subject of your email.

