

INSIDE SALES COORDINATOR

JOB POSTING



BE SURE. BE KRYTON.

Are you ready to make a difference in your life and in the world? Would you like to join a team of passionate people who are already doing that? At KRYTON International, we are helping the world change by building concrete structures that are not only waterproof, but more durable, efficient and sustainable than ever before. KRYTON is the inventor of the world's first crystalline waterproofing admixture for concrete and we have permanently changed the way concrete structures are built in every corner of the globe. It's the extraordinary people on our team that have made all the difference and we have proven it by winning the *10 Best Companies to Work For in BC* Award 4 years in a row. Maybe you could join our continuing success story.

As a member of the KRYTON Team, **WE OFFER:**

- Profit Sharing
- Attractive Salary
- 100% MSP Coverage
- Extended Medical and Dental Coverage
- Vision Coverage
- Retirement Plan
- Group Travel Incentive
- Company Sponsored Events
- Teambuilding Activities
- Fitness Gym
- Free Parking
- Plus more...

Inside Sales Coordinator

A Full Time, Permanent position, based in Vancouver, British Columbia, The Inside Sales Coordinator provides a wide range of sales and support functions to a global network of Customers and the Kryton Sales team. The role requires a highly motivated, self-starter that works independently as well as part of a team. The ability to cultivate strong Customer relationships via phone contact is essential. Multi-tasking and flexibility to handle frequently changing priorities is required. Primary tasks include: Order Processing, Lead Management, Specifications, Customer Support, Sales Team Support, and General Administrative Assistance.

Duties and Responsibilities

1. Order Processing
2. Lead Management
3. Specifications
4. Customer Support
5. Sales Team Support
6. Administrative Assistance

REQUIREMENTS

- Experience: 2+ years' experience in an inside sales position (inbound & outbound) within a technical industry or equivalent
- Education: Degree / Diploma in Business, Marketing, Commerce or International Trade is desirable.
- Excellent English communication skills, both oral and written.
- Ability to adapt their communication style to the targeted audience and develop strong relationships.
- Confident, outgoing, with a strong Customer Service orientation.
- Competitive and results driven.
- Self-motivated within a Team environment.
- Experience working with technical products and services.
- Software Skills: Order Processing (ex. Business Works), CRM (ex. Salesforce) & MS Office
- The ideal candidate brings customer support and business development experience including strong customer relationship and administrative skills. Excellent oral and written communication skills are essential.
- The ability to multi-task and to continually work with many interruptions is essential.
- This role has numerous contacts both inside and outside the company. The ideal candidate must be comfortable interacting with a variety of people, including: Kryton customers, Kryton sales staff, prospective customers, engineers, architects, general contractors and other business professionals.

If you are driven to succeed, please **email your cover letter and resume in Word or PDF format to people@kryton.com, citing 'Inside Sales Coordinator' role in your subject line.** We thank all applicants, however, only those to be selected for an interview will be contacted.