



## **Sales and Contracts Coordinator**

### **COMPANY / KEY PERSONNEL:**

#### ***REC Media Inc.***

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Mr. Troy Sedgwick - President/CEO

Ms. Mandy Adams – National Sales Manager

### **ABOUT THE COMPANY:**

**REC Media** is an advertising firm with offices in Vancouver, Calgary and Toronto, specializing in marketing campaigns in community recreational and athletic facilities nation-wide. **REC Media** has a client base that includes blue-chip companies such as Alberta Blue Cross, TELUS, Tim Horton's, Honda, Boston Pizza, Kijiji, RBC, and RE/MAX Real Estate.

**REC Media's** core values are central to everything we do, and staff and management reflect them each day:

- Value People Over Profits
- Do The Right Thing
- Go The Extra Mile
- Be A Team Player
- Embrace Change
- Have Fun

### **ABOUT THE POSITION:**

**REC Media** is seeking a personable, professional, detail-oriented and hardworking individual to join the company's sales team, with potential for advancement and professional growth.

As the successful candidate, you will work full-time from the **REC Media** head office in north Calgary. The purpose of this role is to help the company continue in a direction of growth and enhanced client servicing, and to work alongside the National Sales Manager with client development and retention activities, sales document preparation, campaign facilitation, and other related activities.

## **SUMMARY OF KEY RESPONSIBILITIES:**

- Work alongside the National Sales Manager and assist with various marketing and reporting functions related to the sale, execution, and reporting of media campaigns
- Assist in the creation of and editing/updating Sales Inquiry, Research Request, and Contract documents to communicate proposal details and/or contract request requirements to operations
- Assist in the creation of or editing/updating proposal documents for client review
- Track outgoing sales inquiries from National Sales Manager to Operations, assist in the reporting on status of each, and assist in the summarizing and “clean up” the data provided in preparation to be presented to client
- Operate as a facilitator between National Sales Manager, Operations, and client to aid in the smooth progress of campaign execution, ie: sending specification sheets, diarizing and sending creative reminders, working to select alternate products and/or locations as needed, etc...
- Track and report on all lead-based (call-ins, emails, venue referrals, etc...) business opportunities that the sales team is working on
- Closely monitor and capture all signed-contract details for the sales team (including any contract cancellations and/or revisions)
- Track and update information in CRM as needed (inputting new agency or corporate business for National Sales Manager, updating contact information as needed, creating/editing opportunities and accurately moving them through the pipeline)
- Work closely with National Sales Manager and Marketing Strategist to create, develop, edit, and update marketing initiatives such as sales promotions, seasonal specials, etc...
- Maintain a comprehensive knowledge of all company products and keep updated on all new products and improvements
- Upon occasion, you may be asked to assist other members of the National Sales Team (Eastern Canada)
- Draft contracts for simple campaign executions, or revising existing contracts for simple changes, for the National Sales Manager
- Track and Maintain the records of all executed contract details
- Perform other duties as needed

Compensation is commensurate with experience and qualifications.

## **ABOUT THE SUCCESSFUL CANDIDATE:**

You are a well-rounded and self-motivated individual, committed to excellence in client service. You have very good interpersonal and communication skills. You enjoy cooperative negotiation and creative problem solving, and build strong relationships with a variety of people.

You are a self-starter – you take initiative and ownership when undertaking tasks and projects. You are exceptionally well organized and attentive to detail. You are a team player, but work well independently and are capable of producing excellent results with minimal supervision.

You have a strong working knowledge of Microsoft Windows and intermediate to advanced knowledge of Microsoft Word, Outlook and Excel. Experience with Microsoft Dynamics CRM is an asset but not required. A valid Driver’s License is required.

Experience in working in a sales-oriented organization is considered an asset, but not required.

You are excited by the opportunity to contribute to the growth of a dynamic small business, with opportunities for advancement and increasing responsibility.

**HOW TO APPLY:**

Qualified candidates are asked to submit a cover letter, *with salary expectations*, and resume outlining qualifications for this position by email to [hr@recmedia.com](mailto:hr@recmedia.com) by no later than Friday, July 31<sup>st</sup> at 5:00 pm.

We thank all those who submit applications, however only suitable candidates will be contacted.