



Sales Support Administrator

Job No: 90306

Location: Surrey, BC

- Are you looking for a new career with a company that is committed to investing in its people by providing opportunities for professional and personal growth?
- Enjoy a competitive annual salary and other fantastic benefits!
- Use your customer service and administrative skills to help grow a new customer base in the North American Market with an industry leader

About the Organization

Headquartered in Germany, *SCHAEFER* has provided excellent customer-oriented comprehensive solutions and far-reaching service in the elevator industry for more than 50 years. The range of products covers manifold operating and indicating elements as well as components which are used in commercial elevator installations all over the world.

Our design-driven and cutting edge products have given us a competitive edge internationally. With teams in Germany, Shanghai, Barcelona, and Milan, we are excited to be expanding our team in Vancouver!

With the goal of long-term customer satisfaction, our 250 employees worldwide are always willing to go above and beyond to ensure that our products and services are available globally at any time.

About the Opportunity

In this exciting time of growth, *SCHAEFER Canada* has a great opportunity for an experienced Sales Support Administrator to join their team in Surrey, BC on a full-time basis.

Working as part of a small team, you will use your strong customer service and entrepreneurial skills to help establish and service a new customer base in Canada.

Responsibilities will include, but are not limited to:

- Providing technical and sales-related order administration, including preparing quotes, following up with clients, and preparing contracts
- Negotiating prices and conditions trends
- Providing clarification of specifications, product availability, and lead times
- Corresponding and communicating with customers, suppliers, and SCHAEFER worldwide
- Ordering materials
- Organizing and participating in trade fairs
- Training new staff members about products, processes, and software

Our ideal candidate will have a Bachelor's Degree in Business Administration and have previous experience in a technical or engineering sales environment. Candidates with experience in the elevator industry will be highly regarded.

You will also possess:

- Fluency in written and spoken business language of English, German and French (Spanish is an asset)
- Previous experience training others
- Strong knowledge of the metric system
- Knowledge of MS-Office products, CRM system genesis World, ERP system (infor.com), CAD system (Bris cad), file archiving system (d3)

You will do well in this role if you have the ability to understand our customer's needs and keep on top of new developments in the market and the industry. You will also have the ability to work independently, keep an open mind, and think outside the box.

About the Benefits

In exchange for your hard work and dedication, you will receive a competitive annual salary plus benefits, including:

- 3 weeks of vacation to start
- Extended medical benefits plan
- Additional incentives including a Christmas bonus

This pivotal role will be a career-defining opportunity for the right dedicated candidate and will provide the opportunity to join a well-established organization during this exciting time of growth in the North American market.

You will enjoy being a part of the *SHAEFER Canada* team with the opportunity for growth within the organization and a culture that promotes professional development, innovation, and personal growth.

If you are a dependable and motivated individual, find a new level of success with an industry leader - Apply Now!